

2009-11

Telecommute Analysis

Form Summary



Office of Management and Budget

2009-2011 BIENNIUM TELECOMMUTE ANALYSIS FORM SUMMARY

Agency		2009-2011 Biennium Telecommute Analysis Forms Relating to Requested Positions				New Positions Included in 2009-2011 Executive Recommendation
			Position Location			
		Total	Central Office	Telecommute	Total	
108	SECRETARY OF STATE	1.00	1.00	0.00	1.00	1.00
110	OFFICE OF MANAGEMENT AND BUDGET	2.00	2.00	0.00	2.00	1.00
112	INFORMATION TECHNOLOGY	32.00	32.00	0.00	32.00	29.00
117	OFFICE OF THE STATE AUDITOR	4.00	4.00	0.00	4.00	0.00
125	OFFICE OF THE ATTORNEY GENERAL	13.50	12.50	1.00	13.50	11.50
180	JUDICIAL BRANCH	11.00	11.00	0.00	11.00	11.00
188	COMMISSION ON LEGAL COUNSEL FOR INDIGENTS	4.00	4.00	0.00	4.00	4.00
201	DEPARTMENT OF PUBLIC INSTRUCTION	6.00	6.00	0.00	6.00	5.00
226	STATE LAND DEPARTMENT	3.00	3.00	0.00	3.00	3.00
252	SCHOOL FOR THE DEAF	3.00	3.00	0.00	3.00	0.00
253	ND VISION SERVICES	2.00	0.00	2.00	2.00	0.00
301	ND DEPARTMENT OF HEALTH	49.00	43.50	5.50	49.00	12.00
321	DEPARTMENT OF VETERANS AFFAIRS	1.00	1.00	0.00	1.00	0.00
325	DEPARTMENT OF HUMAN SERVICES	33.50	33.50	0.00	33.50	21.50
405	INDUSTRIAL COMMISSION	8.50	8.00	.50	8.50	4.69
406	OFFICE OF THE LABOR COMMISSIONER	1.00	1.00	0.00	1.00	1.00
408	PUBLIC SERVICE COMMISSION	4.00	4.00	0.00	4.00	3.00
413	DEPT OF FINANCIAL INST	2.00	2.00	0.00	2.00	2.00
473	ND HOUSING FINANCE AGENCY	7.00	7.00	0.00	7.00	4.00
504	HIGHWAY PATROL	14.00	14.00	0.00	14.00	3.00
530	DEPT OF CORRECTIONS AND REHAB	55.50	55.50	0.00	55.50	32.00
540	ADJUTANT GENERAL	19.00	19.00	0.00	19.00	3.00
601	DEPARTMENT OF COMMERCE	2.50	2.50	0.00	2.50	2.00
602	DEPARTMENT OF AGRICULTURE	7.00	5.00	2.00	7.00	3.00
627	UPPER GREAT PLAINS TRANS INST	2.00	2.00	0.00	2.00	2.00
628	BRANCH RESEARCH CENTERS	17.10	0.00	17.10	17.10	0.00
630	NDSU EXTENSION SERVICE	23.60	10.70	12.90	23.60	1.00
638	NORTHERN CROPS INSTITUTE	2.00	2.00	0.00	2.00	1.00
640	NDSU MAIN RESEARCH CENTER	36.50	36.50	0.00	36.50	6.00
701	HISTORICAL SOCIETY	9.00	9.00	0.00	9.00	2.00
720	GAME AND FISH DEPARTMENT	2.00	2.00	0.00	2.00	2.00
750	PARKS AND RECREATION DEPT	7.75	7.75	0.00	7.75	2.50
770	WATER COMMISSION	2.00	1.00	1.00	2.00	2.00
801	DEPARTMENT OF TRANSPORTATION	4.00	4.00	0.00	4.00	2.00
TOTALS		391.45	349.45	42.00	391.45	177.19

Telecommute – Agency Submitted

108 SECRETARY OF STATE

Version: 2009-B-01-00108

Project: 1 Accounting / Budget Specialist III

Date: 10/29/2008

Time: 2:40 PM

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Version 2009B0100108

Number 1

Description Accounting / Budget Specialist III

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 223

Position Title Account/Budget Spec III

3. Salary range 3,082

to 5,136

4. Budgeted starting salary 3,500

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	114,426	114,426	0	114,426	114,426
Operating expenses	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0
Total	0	114,426	114,426	0	114,426	114,426
General fund	0	114,426	114,426	0	114,426	114,426
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will plan and prepare program and agency budgets; analyze and interpret accounting records to determine trends; prepare grant requests and monitor grants and contracts; analyze accounting needs and requirements; develop and implement accounting and budgeting policies and procedures to ensure that funds are obligated for authorized purpose; and oversee one or more major accounting and reporting functions.

The agency does not currently have an accounting specialist.

The individual in this position will be an integral part of the SOS management team. Therefore, telecommuting is not feasible.

Telecommute – Agency Submitted

110 OFFICE OF MANAGEMENT AND BUDGET

Version: 2009-B-01-00110

Project: 1 IT buyer for State Procurement

Date: 11/17/2008

Time: 11:22 AM

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Version 2009B0100110

Number 1

Description IT buyer for State Procurement

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 606

Position Title St. Procurement Officer

3. Salary range 3,082

to 5,136

4. Budgeted starting salary 3,596

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

122,160

122,160

244,320

122,160

122,160

244,320

Operating expenses

10,000

10,000

20,000

10,000

10,000

20,000

Capital improvements

0

0

0

0

0

0

Total

132,160

132,160

264,320

132,160

132,160

264,320

General fund

132,160

132,160

264,320

132,160

132,160

264,320

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Telecommute – Agency Submitted

110 OFFICE OF MANAGEMENT AND BUDGET

Version: 2009-B-01-00110

Project: 2 HR Officer II

Date: 11/17/2008

Time: 11:22 AM

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Version 2009B0100110

Number 2

Description HR Officer II

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Base

Options

0

1

0

0

0

0

0

0

Total

0

1

2. Position Class and Title:

Class No. 804

Position Title HR Officer II

3. Salary range 3,388

to 5,646

4. Budgeted starting salary 4,000

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

YES

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

YES

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

134,044

134,044

268,088

134,044

134,044

268,088

Operating expenses

10,000

10,000

20,000

10,000

10,000

20,000

Capital improvements

0

0

0

0

0

0

Total

144,044

144,044

288,088

144,044

144,044

288,088

General fund

144,044

144,044

288,088

144,044

144,044

288,088

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Telecommute – Agency Submitted

112 INFORMATION TECHNOLOGY

Version: 2009-B-01-00112

Project: 1 EduTech Existing - 22

Date: 11/17/2008

Time: 2:08 PM

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Version 2009B0100112

Number 1

Description EduTech Existing - 22

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	22
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0
Total	0	22

2. Position Class and Title: Class No. 9,998 Position Title Pending Classification

3. Salary range 2,760 to 7,250

4. Budgeted starting salary 3,991

5. Funding source percentages

General Fund .82 Federal Fund 0 Special Fund .18

6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

		Central Office Setting				Telecommute Setting		
		Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	0		3,327,852	3,327,852	0		3,327,852	3,327,852
Operating expenses	0		653,840	653,840	0		653,840	653,840
Capital improvements	0		0	0	0		0	0
Total	0		3,981,692	3,981,692	0		3,981,692	3,981,692
General fund	0		3,264,987	3,264,987	0		3,264,987	3,264,987
Federal funds	0		0	0	0		0	0
Special funds	0		716,705	716,705	0		716,705	716,705

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

These are existing FTE that are currently grant employees on the NDSU payroll funded by pass through dollars from ITD. We have an optional package that we would make these ITD employees. All employees would remain at their existing locations in Fargo and in EduTech's regional offices.

The budgeted salary is an average salary of all 22 existing employees.

Telecommute – Agency Submitted

112 INFORMATION TECHNOLOGY

Version: 2009-B-01-00112

Project: 2 PowerSchool New - 5

Date: 11/17/2008

Time: 2:08 PM

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Version 2009B0100112

Number 2

Description PowerSchool New - 5

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

0

5

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

5

2. Position Class and Title:

Class No. 9,998

Position Title EduTech PowerSchool

3. Salary range

3,000

to 6,000

4. Budgeted starting salary

3,580

5. Funding source percentages

General Fund .93

Federal Fund 0

Special Fund .07

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Startup

Recurring

Total

Salaries and wages 0 582,290 582,290

Operating expenses 0 148,600 148,600

Capital improvements 0 0 0

Total 0 730,890 730,890

General fund 0 679,728 679,728

Federal funds 0 0 0

Special funds 0 51,162 51,162

Telecommute Setting

Startup

Recurring

Total

0 582,290 582,290

0 148,600 148,600

0 0 0

0 730,890 730,890

0 679,728 679,728

0 0 0

0 51,162 51,162

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

These five positions would be project manager/technical support positions who will assist in the implementation and support of deploying PowerSchool to all public schools districts in North Dakota.

Telecommute – Agency Submitted

112 INFORMATION TECHNOLOGY

Version: 2009-B-01-00112

Project: 3 PowerSchool Admin - 2

Date: 11/17/2008

Time: 2:08 PM

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Version 2009B0100112

Number 3

Description PowerSchool Admin - 2

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Base

Options

0

2

0

0

0

0

0

0

Total

0

2

2. Position Class and Title: Class No. 9,998 Position Title Power School System Admin

3. Salary range 3,000 to 6,000

4. Budgeted starting salary 4,900

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages 0 304,760 304,760

Operating expenses 0 59,440 59,440

Capital improvements 0 0 0

Total 0 364,200 364,200

General fund 0 364,200 364,200

Federal funds 0 0 0

Special funds 0 0 0

0 304,760 304,760

0 59,440 59,440

0 0 0

0 364,200 364,200

0 364,200 364,200

0 0 0

0 0 0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

These two positions would be system administrators who will administer the additional computing infrastructure required to host the deployment of PowerSchool to all public schools districts in North Dakota.

Telecommute – Agency Submitted

112 INFORMATION TECHNOLOGY

Version: 2009-B-01-00112

Project: 4 CJIS SAVIN Existing - 1

Date: 11/17/2008

Time: 2:08 PM

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Version 2009B0100112

Number 4

Description CJIS SAVIN Existing - 1

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

0

1

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 9,998

Position Title SAVIN Coordinator

3. Salary range

3,500

to

5,500

4. Budgeted starting salary 4,532

5. Funding source percentages

General Fund 0

Federal Fund 1

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

0

143,138

143,138

0

143,138

143,138

Operating expenses

0

29,720

29,720

0

29,720

29,720

Capital improvements

0

0

0

0

0

0

Total

0

172,858

172,858

0

172,858

172,858

General fund

0

0

0

0

0

0

Federal funds

0

172,858

172,858

0

172,858

172,858

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position is a existing program manager who administers the SAVIN program. This position was authorized by the Emergency Commission since ITD received a federal grant. We are asking for this position to be continued on an ongoing basis.

Telecommute – Agency Submitted

112 INFORMATION TECHNOLOGY

Version: 2009-B-01-00112

Project: 5 LDS New - 1

Date: 11/17/2008

Time: 2:08 PM

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Version 2009B0100112

Number 5

Description LDS New - 1

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

0

1

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 9,998

Position Title IT Analyst

3. Salary range 4,500

to 6,500

4. Budgeted starting salary 5,400

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

0

167,464

167,464

0

167,464

167,464

Operating expenses

0

29,720

29,720

0

29,720

29,720

Capital improvements

0

0

0

0

0

0

Total

0

197,184

197,184

0

197,184

197,184

General fund

0

197,184

197,184

0

197,184

197,184

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position is an IT Analyst who will assist in the implementation of a K-12 Longitudinal Data System.

Telecommute – Agency Submitted

112 INFORMATION TECHNOLOGY

Version: 2009-B-01-00112

Project: 6 E-Mail Retention New - 1

Date: 11/17/2008

Time: 2:08 PM

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Version 2009B0100112

Number 6

Description E-Mail Retention New - 1

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0
Total	0	1

2. Position Class and Title: Class No. 9,998 Position Title Sys Admin

3. Salary range 4,000 to 6,000

4. Budgeted starting salary 4,750

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

Central Office Setting				Telecommute Setting			
	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	0	149,246	149,246	0	0	149,246	149,246
Operating expenses	0	29,720	29,720	0	0	29,720	29,720
Capital improvements	0	0	0	0	0	0	0
Total	0	178,966	178,966	0	0	178,966	178,966
General fund	0	178,966	178,966	0	0	178,966	178,966
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position is a system administrator who will administer the enterprise e-mail retention solution and assist agencies in developing and maintaining rule sets specific to their business needs.

Telecommute – Agency Submitted

117 OFFICE OF THE STATE AUDITOR

Version: 2009-B-01-00117

Project: 1 Info. Systems Auditor

Date: 9/10/2008

Time: 1:13 PM

Page 3 of 10

Version 2009B0100117

Number 1

Description Info. Systems Auditor

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	1	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	1	1
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2. Position Class and Title: Class No. 231 Position Title Infomartion Systems Aud

3. Salary range 2,750 to 3,858

4. Budgeted starting salary 3,100

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
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6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

No (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	96,720	96,720	193,440	96,720	96,420	193,140
Operating expenses	4,800	4,800	9,600	4,800	4,800	9,600
Capital improvements	0	0	0	0	0	0
Total	101,520	101,520	203,040	101,520	101,220	202,740
General fund	101,520	101,520	203,040	101,520	101,220	202,740
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Telecommute – Agency Submitted

117 OFFICE OF THE STATE AUDITOR

Version: 2009-B-01-00117

Project: 2 Info. Systems Auditor 4

Date: 9/10/2008

Time: 1:13 PM

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Version 2009B0100117

Number 2

Description Info. Systems Auditor 4

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	1	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total

1 1

2. Position Class and Title: Class No. 234 Position Title Info. Systems Auditor

3. Salary range 3,750 to 6,060

4. Budgeted starting salary 3,800

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

No (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	96,720	96,720	193,440	96,720	96,720	193,440
Operating expenses	4,800	4,800	9,600	4,800	4,800	9,600
Capital improvements	0	0	0	0	0	0
Total	101,520	101,520	203,040	101,520	101,520	203,040
General fund	101,520	101,520	203,040	101,520	101,520	203,040
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

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Project: 1 Forensic Scientists - Significant workload incr

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Version 2009B0100125

Number 1

Description Forensic Scientists - Significant workload incr

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 3,236

Position Title Forensic Scientist II

3. Salary range 33,816

to 56,352

4. Budgeted starting salary 39,600

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	435,256	478,782	914,038	514,496	565,946	1,080,442
Operating expenses	159,496	82,396	241,892	458,170	226,528	684,698
Capital improvements	0	0	0	1,011,050	0	1,011,050
Total	594,752	561,178	1,155,930	1,983,716	792,474	2,776,190
General fund	594,752	561,178	1,155,930	1,983,716	792,474	2,776,190
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The Crime Laboratory's Toxicology Section is responsible for processing and analyzing questioned death and coroner samples. The section has experienced approximately **an average 9% increase each year** in casework over the past twelve years. The turn-around for these samples is approximately 60 to 90 days. This is not timely for law enforcement purposes or for the family members waiting for toxicology results of their deceased family members. An acceptable time frame for analysis is two weeks. Several instruments have been purchased to increase efficiency, but workload demands have increased to the point of needing additional FTE's to adequately carry out legislative mandates. With an additional 2 forensic scientist FTE's the workload in the Toxicology Section could be as short as to three weeks to six weeks for analysis.

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The DNA unit is responsible for maintaining the DNA database for convicted and registered offenders and performing DNA analysis on criminal casework. **The DNA Unit of the laboratory has experienced a 37.9% increase in casework from 2005 to 2006 and a 33% increase from 2006 to 2007.** Current trends indicate this will continue to increase, putting an additional workload and stress on existing staff. To handle the current workload, Biological Screening/DNA cases are processed on a priority basis. Court dates or the urgency of a case drives the workload prioritization. Priority basing casework is not a long term solution; **all** cases should be worked within two to four weeks. DNA technology is an extremely valuable tool for law enforcement to solve crimes, but the laboratory needs to provide timely analysis. In order to provide timely service to the law enforcement community at least **3** additional forensic scientist FTE's are needed. With proper staffing, turn-around time for DNA casework could be as short as three weeks to six weeks. The present staffing level is not adequate to meet the needs of the law enforcement community or its legislative mandates. If the laboratory can process the caseload in a timely manner, law enforcement and the citizens of North Dakota will be better served because the law enforcement community will have more tools available to solve crimes (more DNA profiles).

Law enforcement agencies are requesting a quicker turn-around time on pending casework which equates to better service to law enforcement agencies, the entire criminal justice system and the protection of North Dakota citizens.

Telecommute – Agency Submitted

125 OFFICE OF THE ATTORNEY GENERAL

Version: 2009-B-01-00125

Project: 10 Civil Commitment Sexually Dangerous Ind paralegal

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Number 10

Description Civil Commitment Sexually Dangerous Ind paralegal

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
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2. Position Class and Title:	Class No. 703	Position Title Paralegal
------------------------------	---------------	--------------------------

3. Salary range	33,816	to 56,352
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4. Budgeted starting salary 44,748

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
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6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
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9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	120,844	131,138	251,982	120,844	131,138	251,982
Operating expenses	31,631	26,984	58,615	32,631	28,034	60,665
Capital improvements	0	0	0	0	0	0
Total	152,475	158,122	310,597	153,475	159,172	312,647
General fund	152,475	158,122	310,597	153,475	159,172	312,647
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This general fund request is for a paralegal and related operating expenses to assist in civil commitments of sexually dangerous individuals. The paralegal will assist the assistant attorney general with these cases, particularly those located in small counties who may not have the resources, expertise and/or time for these proceedings. It is critical to commit sexually dangerous individuals to protect the public from very serious public safety issues.

In addition to the preliminary and commitment hearings, once a sexually dangerous individual is committed, the individual can request a review hearing annually.

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Project: 10 Civil Commitment Sexually Dangerous Ind paralegal

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Due to the need to work with other legal and administrative staff located in Bismarck, this position is requested to be located in Bismarck.

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Project: 2 Crime Lab quality assurance/control, caseload mgr

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Number 2

Description Crime Lab quality assurance/control, caseload mgr

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
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2. Position Class and Title:	Class No. 3,234	Position Title Forensic Scientist Superv
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3. Salary range 44,976	to 74,952
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4. Budgeted starting salary 58,904

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
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6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
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9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	156,240	171,864	328,104	156,240	171,864	328,104
Operating expenses	23,306	17,275	40,581	148,830	101,526	250,356
Capital improvements	0	0	0	266,000	0	266,000
Total	179,546	189,139	368,685	571,070	273,390	844,460
General fund	179,546	189,139	368,685	571,070	273,390	844,460
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The Crime Laboratory's Toxicology Section is responsible for processing and analyzing questioned death and coroner samples. The section has experienced approximately **an average 9% increase each year** in casework over the past twelve years. The turn-around for these samples is approximately 60 to 90 days. This is not timely for law enforcement purposes or for the family members waiting for toxicology results of their deceased family members. An acceptable time frame for analysis is two weeks. Several instruments have been purchased to increase efficiency, but workload demands have increased to the point of needing additional FTE's to adequately carry out legislative mandates. With an additional 2 forensic scientist FTE's the workload in the Toxicology Section could be as short as to three weeks to six weeks for analysis.

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Project: 2 Crime Lab quality assurance/control, caseload mgr

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The DNA unit is responsible for maintaining the DNA database for convicted and registered offenders and performing DNA analysis on criminal casework. **The DNA Unit of the laboratory has experienced a 37.9% increase in casework from 2005 to 2006 and a 33% increase from 2006 to 2007.** Current trends indicate this will continue to increase, putting an additional workload and stress on existing staff. To handle the current workload, Biological Screening/DNA cases are processed on a priority basis. Court dates or the urgency of a case drives the workload prioritization. Priority basing casework is not a long term solution; **all** cases should be worked within two to four weeks. DNA technology is an extremely valuable tool for law enforcement to solve crimes, but the laboratory needs to provide timely analysis. In order to provide timely service to the law enforcement community at least **3** additional forensic scientist FTE's are needed. With proper staffing, turn-around time for DNA casework could be as short as three weeks to six weeks. The present staffing level is not adequate to meet the needs of the law enforcement community or its legislative mandates. If the laboratory can process the caseload in a timely manner, law enforcement and the citizens of North Dakota will be better served because the law enforcement community will have more tools available to solve crimes (more DNA profiles).

Law enforcement agencies are requesting a quicker turn-around time on pending casework which equates to better service to law enforcement agencies, the entire criminal justice system and the protection of North Dakota citizens.

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Project: 3 IT Programmer Analyst II

Date: 9/24/2008

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Number 3

Description IT Programmer Analyst II

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
-------	---	---

2. Position Class and Title: Class No. 142 Position Title Programmer Analyst II

3. Salary range 36,984 to 61,632

4. Budgeted starting salary 44,424

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	120,086	132,095	252,181	120,086	132,095	252,181
Operating expenses	14,334	11,497	25,831	78,208	83,118	161,326
Capital improvements	0	0	0	0	0	0
Total	134,420	143,592	278,012	198,294	215,213	413,507
General fund	134,420	143,592	278,012	198,294	215,213	413,507
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The office needs 2 FTE programmer analyst positions to at least maintain the current level of support and enhance needed law enforcement / criminal justice services. With all the additional programs and automation of manual processes, the office is at a very critical point. If these positions do not become a reality, some of the programs are going to drastically suffer. For instance, BCI has needed a new case management system for many years, but other priorities have taken precedence over this. Now the office cannot upgrade to the current version of Office until the case management rewrite is completed.

The 24/7 sobriety program put the case management rewrite on hold for several months because there is not enough staff to do both. With the increasing amount

of IT support needed but unable to be provided due to current staffing levels, these types of issues will occur frequently and put other projects further behind. The office is already using consultants, but they must be managed to prevent rework. Because of the business knowledge resident in the IT staff, IT staff manage the consultants. Using consultants becomes detrimental to the process when there is a need for more consultants than can be managed by the IT staff.

The IT staff currently is unable to support all the office programs yet new programs continue to need to be implemented by the agency. This is particularly true in law enforcement / criminal justice areas and is absolutely necessary, but then other important projects must be delayed to work on the higher priority new programs.

Currently 85% of the office's application development efforts support the BCI, Crime Lab, and the Criminal Justice Information Sharing / State Radio interfaces supporting local law enforcement. This leaves just 15% to support the Legal Services, Consumer Protection, Gaming, Lottery and other business areas of the office. The other divisions need the service, but law enforcement / criminal justice becomes a higher priority most of the time. With the current IT staff the office cannot provide enough support for all of the office divisions and their needs.

The pending workload in requested general support (fixes and small enhancements) continues to grow. In July 2006, the pending workload was 1,912 hours. Pending workload means requested IT items the staff does not have the time to do. The pending workload in July 2007 was 2,224 hours, an increase of 14%. The pending workload in July 2008 was 2,798 hours, an increase of 21%. This number does not reflect the needed rewrites of some office applications or address any new programs. The office cannot move ahead using current IT staffing levels, or continue to support what has already been built using current staffing levels. Burnout of the office's current IT staff becomes a real possibility if this workload is not addressed.

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Number 4

Description Programmer Analyst III

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
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2. Position Class and Title:	Class No. 143	Position Title Programmer/Analyst III
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3. Salary range	40,656 to 67,752
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4. Budgeted starting salary 55,200

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
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6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	142,252	159,777	302,029	145,252	159,777	305,029
Operating expenses	14,334	11,497	25,831	78,338	83,255	161,593
Capital improvements	0	0	0	0	0	0
Total	156,586	171,274	327,860	223,590	243,032	466,622
General fund	159,586	171,274	330,860	223,590	243,032	466,622
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The office needs 2 FTE programmer analyst positions to at least maintain the current level of support and enhance needed law enforcement / criminal justice services. With all the additional programs and automation of manual processes, the office is at a very critical point. If these positions do not become a reality, some of the programs are going to drastically suffer. For instance, BCI has needed a new case management system for many years, but other priorities have taken precedence over this. Now the office cannot upgrade to the current version of Office until the case management rewrite is completed.

The 24/7 sobriety program put the case management rewrite on hold for several months because there is not enough staff to do both. With the increasing amount

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of IT support needed but unable to be provided due to current staffing levels, these types of issues will occur frequently and put other projects further behind. The office is already using consultants, but they must be managed to prevent rework. Because of the business knowledge resident in the IT staff, IT staff manage the consultants. Using consultants becomes detrimental to the process when there is a need for more consultants than can be managed by the IT staff.

The IT staff currently is unable to support all the office programs yet new programs continue to need to be implemented by the agency. This is particularly true in law enforcement / criminal justice areas and is absolutely necessary, but then other important projects must be delayed to work on the higher priority new programs.

Currently 85% of the office's application development efforts support the BCI, Crime Lab, and the Criminal Justice Information Sharing / State Radio interfaces supporting local law enforcement. This leaves just 15% to support the Legal Services, Consumer Protection, Gaming, Lottery and other business areas of the office. The other divisions need the service, but law enforcement / criminal justice becomes a higher priority most of the time. With the current IT staff the office cannot provide enough support for all of the office divisions and their needs.

The pending workload in requested general support (fixes and small enhancements) continues to grow. In July 2006, the pending workload was 1,912 hours. Pending workload means requested IT items the staff does not have the time to do. The pending workload in July 2007 was 2,224 hours, an increase of 14%. The pending workload in July 2008 was 2,798 hours, an increase of 21%. This number does not reflect the needed rewrites of some office applications or address any new programs. The office cannot move ahead using current IT staffing levels, or continue to support what has already been built using current staffing levels. Burnout of the office's current IT staff becomes a real possibility if this workload is not addressed.

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Number 5

Description Cybercrime agent

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
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2. Position Class and Title:	Class No. 5,211	Position Title Criminal Investigator I
------------------------------	-----------------	--

3. Salary range 36,984	to 61,632
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4. Budgeted starting salary 42,876

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
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6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

No (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	125,664	138,230	263,894	125,664	138,230	263,894
Operating expenses	59,707	45,399	105,106	59,707	45,399	105,106
Capital improvements	20,000	10,000	30,000	20,000	10,000	30,000
Total	205,371	193,629	399,000	205,371	193,629	399,000
General fund	205,371	193,629	399,000	205,371	193,629	399,000
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

Yes (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

BCI continues to be the only agency in the state which forensically analyzes computers used in criminal activity. Three agents are currently assigned to investigate these activities. They are inundated with requests to assist with investigations including narcotics activity to child pornography, child abuse, child molesters, and counterfeit documents such as drivers' licenses, internet auction fraud, terrorizing, extortion, and identity theft.

Technology advances and greater storage capacities of new hardware have resulted in increased criminal activity and an enormous volume of information contained on each computer to be examined. As a result, the agents' have a five to six month pending workload. In several recent sex offense cases involving the

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abuse of children, systems seized each had storage capacity greater than what is available to IT Division of the Office of Attorney General. Each of these systems included one to two terabytes of information and consisted of at least eight computers, with three to four hard drives in each computer, and at least eight external hard drives as part of the set up. These types of cases also typically require the analysis of numerous personal digital assistants (PDAs), thumb drives, and CD ROMs. Only a few years ago, this volume of storage capacity would have been unheard of at any level other than a university-type system. Now, adding to the challenge is file encryption software which is readily available and easily downloaded. Breaking through this software can increase the imaging process of the average home computer from six to 38 hours. It is not uncommon for one case, from start to finish, to take literally hundreds of hours to thoroughly investigate.

BCI also coordinates a task force which allows officers to work in an undercover capacity and develop cases against individuals who contact and lure victims into inappropriate sexual and criminal activities. This, along with assisting local agencies, has resulted in a workload beyond what three agents can handle. This general fund request is for an additional agent to be located in the eastern part of North Dakota.

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Version: 2009-B-01-00125

Project: 6 .5 FTE Concealed weapon permit admin asst

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Number 6

Description .5 FTE Concealed weapon permit admin asst

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 42

Position Title Administrative Asst. II

3. Salary range 23,076

to 38,460

4. Budgeted starting salary 13,434

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	33,153	34,468	67,621	33,153	36,468	69,621
Operating expenses	41,518	37,971	79,489	41,518	37,971	79,489
Capital improvements	0	0	0	0	0	0
Total	74,671	72,439	147,110	74,671	74,439	149,110
General fund	74,671	72,439	147,110	74,671	74,439	149,110
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Changes to state statute in August 2005 reduced the testing requirements for concealed weapon permit applications, and has resulted in substantial increases in the number of applications. During the 2005-2007 bienniums, 5,900 new and renewal permits were issued. This is a 45% increase compared to the number of permits issued in the 2001-2003 biennium which was just over 4,100. Based on 2007-2009 activity to date, the office anticipates a total of 6,700 permits will be issued, which is a 63% increase compared to 2001-03.

State statute requires the BCI to process new and renewal permits within thirty days of receipt from the forwarding agency. The increased workload jeopardizes

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the office's ability to complete this work on time. As a result, this general fund request for a .5 administrative assistant position will allow the office to process permits in a more timely manner and address the requirements set forth in state statute.

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Project: 7 All Arrestees Forensic Scientist

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Version 2009B0100125

Number 7

Description All Arrestees Forensic Scientist

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
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2. Position Class and Title: Class No. 3,236 Position Title Forensic Scientist II

3. Salary range 33,816 to 56,352

4. Budgeted starting salary 38,400

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	108,814	119,695	228,509	108,814	119,695	228,509
Operating expenses	414,909	415,874	830,783	491,828	434,632	926,460
Capital improvements	0	0	0	266,000	0	266,000
Total	523,723	535,569	1,059,292	866,642	554,327	1,420,969
General fund	181,043	192,889	373,932	523,962	211,648	735,610
Federal funds	342,680	342,680	685,360	342,680	342,680	685,360
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The 2007 legislature enacted an all arrestee DNA collection program which is effective August 1, 2009. The Crime Lab did not receive additional funding or staff to handle the anticipated workload. The Crime Lab needs 2.0 additional FTEs (one scientist and one evidence technician) to handle the anticipated workload. The evidence technician is needed just to process the anticipated number of new samples which will come to the lab. The forensic scientist is needed to process and analyze arrestee samples in a timely manner.

Telecommute – Agency Submitted

125 OFFICE OF THE ATTORNEY GENERAL

Version: 2009-B-01-00125

Project: 8 Civil Commitment of Sexually Dangerous Indiv aag

Date: 9/24/2008

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Version 2009B0100125

Number 8

Description Civil Commitment of Sexually Dangerous Indiv aag

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 9,011

Position Title Asst Atty Gen - Not Class

3. Salary range

0

to 9,999

4. Budgeted starting salary

54,084

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	142,646	154,747	297,393	142,646	154,747	297,393
Operating expenses	117,400	118,029	235,429	141,760	143,607	285,367
Capital improvements	0	0	0	0	0	0
Total	260,046	272,776	532,822	284,406	298,354	582,760
General fund	260,046	272,776	532,822	284,406	298,354	582,760
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This general fund request is for an assistant attorney general and related operating expenses to handle civil commitments of sexually dangerous individuals. This attorney will assist states attorneys, particularly those located in small counties who may not have the resources, expertise and/or time for these proceedings. It is critical to commit sexually dangerous individuals to protect the public from very serious public safety issues.

In addition to the preliminary and commitment hearings, once a sexually dangerous individual is committed, the individual can request a review hearing annually.

Telecommute – Agency Submitted
125 OFFICE OF THE ATTORNEY GENERAL
Version: 2009-B-01-00125
Project: 8 All Arrestees Evidence Technician

Date: 9/24/2008

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Version 2009B0100125

Number 8

Description All Arrestees Evidence Technician

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
-------	---	---

2. Position Class and Title: Class No. 3,239 Position Title Evidence Technician

3. Salary range 25,764 to 42,948

4. Budgeted starting salary 26,400

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	75,080	82,588	157,668	75,080	82,588	157,668
Operating expenses	12,503	6,597	19,100	40,079	18,838	58,917
Capital improvements	0	0	0	0	0	0
Total	87,583	89,185	176,768	115,159	101,426	216,585
General fund	87,583	89,185	176,768	115,159	101,426	216,585
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The 2007 legislature enacted an all arrestee DNA collection program which is effective August 1, 2009. The Crime Lab did not receive additional funding or staff to handle the anticipated workload. The Crime Lab needs 2.0 additional FTEs (one scientist and one evidence technician) to handle the anticipated workload. The evidence technician is needed just to process the anticipated number of new samples which will come to the lab. The forensic scientist is needed to process and analyze arrestee samples in a timely manner.

Telecommute – Agency Submitted

125 OFFICE OF THE ATTORNEY GENERAL

Version: 2009-B-01-00125

Project: 9 Civil Commitment Sexually Dangerous Ind admin asst

Date: 9/24/2008

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Version 2009B0100125

Number 9

Description Civil Commitment Sexually Dangerous Ind admin asst

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	.50
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	.50
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2. Position Class and Title:	Class No. 42	Position Title Administrative Asst II
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3. Salary range	23,076 to 38,460
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4. Budgeted starting salary 17,484

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
----------------	----------------	----------------

6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
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9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	56,934	61,928	118,862	56,934	61,928	118,862
Operating expenses	21,881	14,646	36,527	23,381	16,221	39,602
Capital improvements	0	0	0	0	0	0
Total	78,815	76,574	155,389	80,315	78,149	158,464
General fund	78,815	76,574	155,389	80,315	78,149	158,464
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This .5 administrative assistant will assist the assistant attorney general and paralegal with civil commitments of sexually dangerous individuals. This team will assist states attorneys, particularly those located in small counties who may not have the resources, expertise and/or time for these proceedings. It is critical to commit sexually dangerous individuals to protect the public from very serious public safety issues.

In addition to the preliminary and commitment hearings, once a sexually dangerous individual is committed, the individual can request a review hearing annually.

Telecommute – Agency Submitted

125 OFFICE OF THE ATTORNEY GENERAL

Version: 2009-B-01-00125

Project: 9 Civil Commitment Sexually Dangerous Ind admin asst

Date: 9/24/2008

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Due to the need to work with other legal and administrative staff located in Bismarck, this position is requested to be located in Bismarck.

Telecommute – Agency Submitted

180 JUDICIAL BRANCH

Version: 2009-B-01-00180

Project: 1 Staff attorney

Date: 11/20/2008

Time: 12:07 PM

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Version 2009B0100180

Number 1

Description Staff attorney

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	1	0
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	1	0
-------	---	---

2. Position Class and Title: Class No. 9,022 Position Title Staff attorney

3. Salary range 4,876 to 7,680

4. Budgeted starting salary 5,122

5. Funding source percentages

General Fund	1	Federal Fund	0	Special Fund	0
--------------	---	--------------	---	--------------	---

6. Will the position or positions continue past the current biennium? yes (Yes/No)

7. Is space currently available to house the position or positions at the central office? yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	159,884	159,884	319,768	159,884	159,884	319,768
Operating expenses	3,500	1,200	4,700	4,800	2,500	7,300
Capital improvements	0	0	0	0	0	0
Total	163,384	161,084	324,468	164,684	162,384	327,068
General fund	163,384	161,084	324,468	164,684	162,384	327,068
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position? no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Telecommute – Agency Submitted

180 JUDICIAL BRANCH

Version: 2009-B-01-00180

Project: 2 Family Court Coordinator

Date: 11/20/2008

Time: 12:07 PM

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Version 2009B0100180

Number 2

Description Family Court Coordinator

1. Number of full-time equivalent (FTE) positions included in analysis

Base

Options

Number that are new positions

1

0

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

1

0

2. Position Class and Title:

Class No. 9,022

Position Title Family Court Coordinator

3. Salary range

3,396

to

5,349

4. Budgeted starting salary 3,567

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

116,306

116,306

232,612

116,306

116,306

232,612

Operating expenses

3,200

1,200

4,400

4,200

2,500

6,700

Capital improvements

0

0

0

0

0

0

Total

119,506

117,506

237,012

120,506

118,806

239,312

General fund

119,506

117,506

237,012

120,506

118,806

239,312

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

no

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Telecommute – Agency Submitted

180 JUDICIAL BRANCH

Version: 2009-B-01-00180

Project: 3 Deputy Clerk of Court

Date: 11/20/2008

Time: 12:07 PM

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Version 2009B0100180

Number 3

Description Deputy Clerk of Court

1. Number of full-time equivalent (FTE) positions included in analysis

Base

Options

Number that are new positions

3

0

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

3

0

2. Position Class and Title:

Class No. 9,022

Position Title Deputy Clerk of Court II

3. Salary range

2,763

to

4,351

4. Budgeted starting salary 2,681

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	273,786	273,786	547,572	273,786	273,786	547,572
Operating expenses	7,500	3,000	10,500	10,500	6,000	16,500
Capital improvements	0	0	0	0	0	0
Total	281,286	276,786	558,072	284,286	279,786	564,072
General fund	281,286	276,786	558,072	284,286	279,786	564,072
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Telecommute – Agency Submitted

Date: 11/20/2008

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Time: 12:07 PM

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Project: 4 Law clerks

Version 2009B0100180

Number 4

Description Law clerks

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	2	0
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	2	0
-------	---	---

2. Position Class and Title: Class No. 9,022 Position Title Law Clerk

3. Salary range 3,608 to 5,684

4. Budgeted starting salary 3,931

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
----------------	----------------	----------------

6. Will the position or positions continue past the current biennium? yes (Yes/No)

7. Is space currently available to house the position or positions at the central office? yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	253,012	253,012	506,024	253,012	253,012	506,024
Operating expenses	6,400	2,400	8,800	9,000	5,000	14,000
Capital improvements	0	0	0	0	0	0
Total	259,412	255,412	514,824	262,012	258,012	520,024
General fund	259,412	255,412	514,824	262,412	258,012	520,424
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position? no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Telecommute – Agency Submitted

180 JUDICIAL BRANCH

Version: 2009-B-01-00180

Project: 5 Technology coordinator

Date: 11/20/2008

Time: 12:07 PM

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Version 2009B0100180

Number 5

Description Technology coordinator

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	4	0
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	4	0
-------	---	---

2. Position Class and Title: Class No. 9,022 Position Title Technology coordinator

3. Salary range 3,091 to 4,872

4. Budgeted starting salary 3,248

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
----------------	----------------	----------------

6. Will the position or positions continue past the current biennium? yes (Yes/No)

7. Is space currently available to house the position or positions at the central office? yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	429,464	429,464	858,928	429,464	429,464	858,928
Operating expenses	14,000	4,800	18,800	19,200	10,000	29,200
Capital improvements	0	0	0	0	0	0
Total	443,464	434,264	877,728	448,664	439,464	888,128
General fund	443,464	434,264	877,728	448,664	439,464	888,128
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position? no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Telecommute – Agency Submitted

188 COMMISSION ON LEGAL COUNSEL FOR INDIGENTS

Version: 2009-B-01-00188

Project: 1 Financial position for the agency

Date: 9/10/2008

Time: 1:19 PM

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Version 2009B0100188

Number 1

Description Financial position for the agency

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	1	0
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	1	0
-------	---	---

2. Position Class and Title: Class No. 225 Position Title Accounting Manager II

3. Salary range 4,174 to 6,956

4. Budgeted starting salary 5,565

5. Funding source percentages

General Fund 0	Federal Fund 0	Special Fund 1
----------------	----------------	----------------

6. Will the position or positions continue past the current biennium? Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office? Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	172,296	172,296	344,592	172,296	172,296	344,592
Operating expenses	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0
Total	172,296	172,296	344,592	172,296	172,296	344,592
General fund	0	0	0	0	0	0
Federal funds	0	0	0	0	0	0
Special funds	172,296	172,296	344,592	172,296	172,296	344,592

10. Is this position(s) requested as a telecommuting position? No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will be housed in Bismarck or Valley City

Telecommute – Agency Submitted

Date: 9/10/2008

188 COMMISSION ON LEGAL COUNSEL FOR INDIGENTS

Time: 1:19 PM

Version: 2009-B-01-00188

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Project: 2 Public Defender Office in Devils Lake

Version 2009B0100188

Number 2

Description Public Defender Office in Devils Lake

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	2	0
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total

2 0

2. Position Class and Title:

Class No. 712

Position Title Attorney II

3. Salary range 3,748

to 6,246

4. Budgeted starting salary 4,721

5. Funding source percentages

General Fund 0

Federal Fund 0

Special Fund 1

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

No

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	293,506	293,506	587,012	293,506	293,506	587,012
Operating expenses	88,510	88,510	177,020	88,510	88,510	177,020
Capital improvements	0	0	0	0	0	0
Total	382,016	382,016	764,032	382,016	382,016	764,032
General fund	0	0	0	0	0	0
Federal funds	0	0	0	0	0	0
Special funds	382,016	382,016	764,032	382,016	382,016	764,032

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

These are field positions and will be housed outside the main campus

Telecommute – Agency Submitted

Date: 9/10/2008

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Time: 1:19 PM

Version: 2009-B-01-00188

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Project: 3 Public Defender Office in Devils Lake

Version 2009B0100188

Number 3

Description Public Defender Office in Devils Lake

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	1	0
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total

1 0

2. Position Class and Title:

Class No. 42

Position Title Administrative Asst II

3. Salary range 1,923

to 3,205

4. Budgeted starting salary 2,415

5. Funding source percentages

General Fund 0

Federal Fund 0

Special Fund 1

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

No

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	83,808	83,808	167,616	83,808	83,808	167,616
Operating expenses	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0
Total	83,808	83,808	167,616	83,808	83,808	167,616
General fund	0	0	0	0	0	0
Federal funds	0	0	0	0	0	0
Special funds	83,808	83,808	167,616	83,808	83,808	167,616

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

These are field positions and will be housed outside the main campus

Telecommute – Agency Submitted

201 DEPT OF PUBLIC INSTRUCTION

Version: 2009-B-01-00201

Project: 1 Director, Primary/Secondary Education Programs

Date: 11/20/2008

Time: 12:51 PM

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Version 2009B0100201

Number 1

Description Director, Primary/Secondary Education Programs

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
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2. Position Class and Title:	Class No.	1,605	Position Title	Director, P/S Ed Programs
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3. Salary range	4,174	to	6,956
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4. Budgeted starting salary 4,717

5. Funding source percentages

General Fund	1	Federal Fund	0	Special Fund	0
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6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	N/A	Amount	0	In-kind	0
---------------	-----	--------	---	---------	---

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	113,208	113,208	0	113,208	113,208
Operating expenses	12,200	335,564	347,764	15,200	353,764	368,964
Capital improvements	0	0	0	0	0	0
Total	12,200	448,772	460,972	15,200	466,972	482,172
General fund	12,200	460,972	473,172	15,200	466,972	482,172
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The Department of Public Instruction has been working with representatives of Career and Technical Education and the State Board of Higher Education through the Chancellor's Office in the University System on a career planning initiative. The goal of this effort is to put into place a comprehensive, high quality career planning process that provides career planning support to students K - college.

The Department of Public Instruction will implement this program through the Regional Education Agency (REA) network to ensure uniform access to career planning programs at the school district level.

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Project: 1 Director, Primary/Secondary Education Programs

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In its collaborative effort to put into place the career planning process, the Department of Public Instruction will need an additional full time professional staff person at the Director level. Because of the amount of travel and the collaboration required between the program partners, this position will be located in Bismarck.

Critical Job Functions Include:

40% - Work with the REA network to implement the career planning process across every public school district in North Dakota.

20% - Develop and implement accreditation requirements for public school districts to ensure the delivery of a comprehensive K-12 career planning program.

20% - Develop, in cooperation with program partners, and implement credentialing requirements for personnel working with career planning programs.

10% - Evaluate the effectiveness of the career planning program through appropriate accountability measures*.

10% - Coordinate quarterly meetings of a career planning advisory committee jointly appointed by the program partners.**

* The primary accountability measure will be an evaluation by an outside evaluator. The proposed budget includes \$160,000 for an evaluator contracted through the RFP process by the cooperating program partners.

** The proposed budget includes \$75,000 for advisory committee travel.

Telecommute – Agency Submitted

201 DEPT OF PUBLIC INSTRUCTION

Version: 2009-B-01-00201

Project: 2 Asst. Dir., Primary/Secondary Education Programs

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Time: 1:40 PM

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Version 2009B0100201

Number 2

Description Asst. Dir., Primary/Secondary Education Programs

1. Number of full-time equivalent (FTE) positions included in analysis

Base

Options

Number that are new positions

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 1,604

Position Title Assistant Director

3. Salary range 3,388

to 5,646

4. Budgeted starting salary 3,828

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party N/A

Amount 0

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	91,872	91,872	0	91,872	91,872
Operating expenses	12,200	23,400	35,600	15,200	33,400	48,600
Capital improvements	0	0	0	0	0	0
Total	12,200	115,272	127,472	15,200	125,272	140,472
General fund	12,200	104,712	116,912	13,000	115,512	128,512
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This Assistant Director position is necessary for the School Approval and Accreditation Unit to handle an increasingly complex and heavy workload. This position must collaborate with other Unit personnel and must be located at the central office.

The rationale for this position includes:

The mainframe migration has had a tremendous impact on staff time. New programming to be implemented in 2009-10 will require meetings and testing during

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peak approval/accreditation times.

Each legislative session creates additional reporting or monitoring. For example: changes to calendar law (professional development time); changes in curriculum law (North Dakota Studies); high school graduation requirements require additional reporting and monitoring; administrative education grant requires additional reporting and monitoring, Pre Kindergarten issues, etc.

Critical Job Functions Include:

40% - Manage the state education improvement process by providing training workshops, as well as on-line and telephone support regarding the education improvement process to schools and teachers.

30% - Compile ad hoc reports for schools, the Legislature, and other audiences. For example: post secondary enrollment options program each semester, annual high school graduation requirements, etc., special reports based on school data - number of counselors, number of teachers holding licensure, etc.

30% - Conduct acceptance testing on computer programming for school approval, school accreditation, etc., and other technological applications for the Unit.

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Project: 3 Asst. Dir., Primary/Secondary Education Programs

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Version 2009B0100201

Number 3

Description Asst. Dir., Primary/Secondary Education Programs

1. Number of full-time equivalent (FTE) positions included in analysis

Base

Options

Number that are new positions

1

0

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

1

0

2. Position Class and Title:

Class No. 1,604

Position Title Assistant Director

3. Salary range 3,388

to 5,646

4. Budgeted starting salary 3,828

5. Funding source percentages

General Fund 0

Federal Fund 1

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party N/A

Amount 0

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

0

91,872

91,872

0

91,872

91,872

Operating expenses

12,200

23,400

35,600

15,200

23,400

38,600

Capital improvements

0

0

0

0

0

0

Total

12,200

115,272

127,472

15,200

115,272

130,472

General fund

0

0

0

0

0

0

Federal funds

12,200

104,712

116,912

13,000

115,512

128,512

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This Assistant Director position will be assigned to the Standards and Achievement Unit. This position is to aid in the development and implementation of the state's assessment system to meet federal and state statutory accountability duties.

Critical job functions include:

50% - Manage the development and implementation of the North Dakota State Assessment system.

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30% - Direct comprehensive testing and data analysis system for statewide education improvement.

10% - Coordinate the management of the North Dakota Assessment in order to ensure proper linkage with the State Alternate Assessment and the State English Language Proficiency Assessment.

10% - Manage the development and dissemination of the North Dakota State Assessment data management system and assist in the administration of the state accountability system.

Telecommute – Agency Submitted

201 DEPT OF PUBLIC INSTRUCTION

Version: 2009-B-01-00201

Project: 4 Administrative Assistant II

Date: 11/20/2008

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Version 2009B0100201

Number 4

Description Administrative Assistant II

1. Number of full-time equivalent (FTE) positions included in analysis

Base

Options

Number that are new positions

0

2

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

2

2. Position Class and Title:

Class No. 42

Position Title Admin. Assistant II

3. Salary range 1,923

to 3,205

4. Budgeted starting salary 1,923

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party N/A

Amount 0

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	92,304	92,304	0	92,304	92,304
Operating expenses	18,600	18,600	37,200	18,600	18,600	37,200
Capital improvements	0	0	0	0	0	0
Total	18,600	110,904	129,504	18,600	110,904	129,504
General fund	18,600	110,904	129,504	18,600	110,904	129,504
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Administrative Assistant II (two positions)

One position will provide support to the School Approval and Accreditation Unit while the other position will provide support to the Career Counseling Unit. The work of both positions must be conducted at the central office site in Bismarck..

Critical job functions include:

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Project: 4 **Administrative Assistant II**

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60% - Provide general office support.

20% - Meeting planning and coordination.

20% - Screen documents for accuracy and verify data.

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Project: 5 Administrative Assistant III

Date: 11/20/2008

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Version 2009B0100201

Number 5

Description Administrative Assistant III

1. Number of full-time equivalent (FTE) positions included in analysis

Base

Options

Number that are new positions

1

0

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

1

0

2. Position Class and Title:

Class No. 43

Position Title Admin. Asst. III

3. Salary range 2,147

to 3,579

4. Budgeted starting salary 2,147

5. Funding source percentages

General Fund 0

Federal Fund 1

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party N/A

Amount 0

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	51,528	51,528	0	51,528	51,528
Operating expenses	9,300	13,700	23,000	12,300	13,700	26,000
Capital improvements	0	0	0	0	0	0
Total	9,300	65,228	74,528	12,300	65,228	77,528
General fund	0	0	0	0	0	0
Federal funds	9,300	65,228	74,528	12,300	65,228	77,528
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will be working with the Early Reading First Grant. The work must be conducted at the central office site in Bismarck.

Critical job elements include:

20% - General support and communication.

20% - Design and prepare business documents, files, publications, distribution lists, charts, surveys, and spreadsheets.

Telecommute – Agency Submitted

201 DEPT OF PUBLIC INSTRUCTION

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Project: 5 Administrative Assistant III

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20% - Fiscal record keeping

20% - Plan and coordinate workshops, trainings, and meetings

20% - Coordinate monitoring process.

Telecommute – Agency Submitted

226 STATE LAND DEPARTMENT

Version: 2009-B-01-00226

Project: 1 Minerals Division - Auditor II

Date: 9/10/2008

Time: 1:27 PM

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Version 2009B0100226

Number 1

Description Minerals Division - Auditor II

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
-------	---	---

2. Position Class and Title: Class No. 242 Position Title Auditor II

3. Salary range 2,818 to 4,696

4. Budgeted starting salary 3,648

5. Funding source percentages

General Fund 0	Federal Fund 0	Special Fund 1
----------------	----------------	----------------

6. Will the position or positions continue past the current biennium? yes (Yes/No)

7. Is space currently available to house the position or positions at the central office? yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

Central Office Setting				Telecommute Setting			
	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	0	43,776	43,776	0	0	43,776	43,776
Operating expenses	0	2,189	2,189	0	0	2,189	2,189
Capital improvements	0	0	0	0	0	0	0
Total	0	45,965	45,965	0	0	45,965	45,965
General fund	0	0	0	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	45,965	45,965	0	0	45,965	45,965

10. Is this position(s) requested as a telecommuting position? No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This auditor position will be filled to work on Unclaimed Property audits primarily.

Telecommute – Agency Submitted

Date: 9/10/2008

226 STATE LAND DEPARTMENT

Time: 1:27 PM

Version: 2009-B-01-00226

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Project: 2 Minerals Division - Audit Technician

Version 2009B0100226

Number 2

Description Minerals Division - Audit Technician

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
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2. Position Class and Title:	Class No. 240	Position Title Audit Technician
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3. Salary range	1,923 to 3,205
-----------------	----------------

4. Budgeted starting salary 3,086

5. Funding source percentages

General Fund 0	Federal Fund 0	Special Fund 1
----------------	----------------	----------------

6. Will the position or positions continue past the current biennium? yes (Yes/No)

7. Is space currently available to house the position or positions at the central office? yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	37,032	37,032	0	37,032	37,032
Operating expenses	0	1,852	1,852	0	1,852	1,852
Capital improvements	0	0	0	0	0	0
Total	0	38,884	38,884	0	38,884	38,884
General fund	0	0	0	0	0	0
Federal funds	0	0	0	0	0	0
Special funds	0	38,884	38,884	0	38,884	38,884

10. Is this position(s) requested as a telecommuting position? no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Minerals Audit Technician to work on increased compliance with minerals lease terms and other areas in managing our mineral resources.

Telecommute – Agency Submitted

226 STATE LAND DEPARTMENT

Version: 2009-B-01-00226

Project: 3 IT Position - Programmer

Date: 9/10/2008

Time: 1:27 PM

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Version 2009B0100226

Number 3

Description IT Position - Programmer

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
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2. Position Class and Title: Class No. 131 Position Title Programmer

3. Salary range 2,384 to 3,974

4. Budgeted starting salary 3,070

5. Funding source percentages

General Fund	0	Federal Fund	0	Special Fund	1
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6. Will the position or positions continue past the current biennium? yes (Yes/No)

7. Is space currently available to house the position or positions at the central office? yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting				Telecommute Setting		
	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	0	36,840	36,840	0	36,840	36,840	36,840
Operating expenses	0	1,842	1,842	0	1,842	1,842	1,842
Capital improvements	0	0	0	0	0	0	0
Total	0	38,682	38,682	0	38,682	38,682	38,682
General fund	0	0	0	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	36,682	36,682	0	36,682	36,682	36,682

10. Is this position(s) requested as a telecommuting position? no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will increase the overall in-house programming capacity of the department. It will take on some of the programming tasks currently being done by the Systems Analyst so that he may spend more time on Investment Division duties.

Telecommute – Agency Submitted

252 SCHOOL FOR THE DEAF

Version: 2009-B-01-00252

Project: 1 Vacant pending reclassification to outreach

Date: 9/18/2008

Time: 8:31 AM

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Version 2009B0100252

Number 1

Description Vacant pending reclassification to outreach

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	0
Number that are vacant pending reclassification	1	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total

1 0

2. Position Class and Title: Class No. 9,007 Position Title Faculty-Not Classified

3. Salary range 30,831 to 52,206

4. Budgeted starting salary 35,062

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	85,170	0	85,170	0	0	0
Operating expenses	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0
Total	85,170	0	85,170	0	0	0
General fund	85,170	0	85,170	0	0	0
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Vacant pending reclassification to outreach

Telecommute – Agency Submitted

252 SCHOOL FOR THE DEAF

Version: 2009-B-01-00252

Project: 2 Outreach Service Expansion

Date: 9/18/2008

Time: 8:31 AM

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Version 2009B0100252

Number 2

Description Outreach Service Expansion

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

0

1

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 9,007

Position Title Faculty-Not Classified

3. Salary range 30,831

to 52,206

4. Budgeted starting salary 38,485

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

54,234

0

54,234

0

0

0

Operating expenses

28,935

0

28,935

0

0

0

Capital improvements

0

0

0

0

0

0

Total

83,169

0

83,169

0

0

0

General fund

83,169

0

83,169

0

0

0

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

no

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Outreach Service

Telecommute – Agency Submitted

252 SCHOOL FOR THE DEAF

Version: 2009-B-01-00252

Project: 3 Virtual Services to the Deaf

Date: 9/18/2008

Time: 8:31 AM

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Version 2009B0100252

Number 3

Description Virtual Services to the Deaf

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total

0 1

2. Position Class and Title:

Class No. 9,007

Position Title Faculty-Not Classified

3. Salary range 41,621

to 70,478

4. Budgeted starting salary 50,088

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	68,146	0	68,146	0	0	0
Operating expenses	275,556	0	275,556	0	0	0
Capital improvements	60,000	0	60,000	0	0	0
Total	403,702	0	403,702	0	0	0
General fund	403,702	0	403,702	0	0	0
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Virtual Services to the Deaf

Telecommute – Agency Submitted

Date: 9/10/2008

253 ND VISION SERVICES

Time: 1:35 PM

Version: 2009-B-01-00253

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Project: 1 FTE Request for Eastern ND & NDAB FTE Request

Version 2009B0100253

Number 1

Description FTE Request for Eastern ND & NDAB FTE Request

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	2
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	2
-------	---	---

2. Position Class and Title: Class No. 1,021 Position Title Vision Outreach Specialis

3. Salary range 2,818 to 4,696

4. Budgeted starting salary 2,958

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
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6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	99,080	99,080	198,160	99,080	99,080	198,160
Operating expenses	16,054	16,054	32,108	21,654	21,654	43,308
Capital improvements	0	0	0	0	0	0
Total	115,134	115,134	230,268	120,734	120,734	241,468
General fund	115,134	115,134	230,268	120,734	120,734	241,468
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

Yes (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This includes a request for two FTE's for Vision Outreach Specialists through an optional request. The preference is to have one position located in Fargo and one at the central office in Grand Forks.

The ND Association for the Blind at it's annual convention, June 2008, is advocating for the expansion of the adult skills training program at NDVS/SB. As quoted from Allen Peterson, "In fact, those who have benefited from this training testify that it is superior to that which is offered at agencies in other states and the only drawback to the NDVS/SB adult program is the limited time that is available to teach these skills."

Telecommute – Agency Submitted

253 ND VISION SERVICES

Version: 2009-B-01-00253

Project: 1 FTE Request for Eastern ND & NDAB FTE Request

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Our plan is to offer an additional two weeks of intensive center based skills training per year and with adequate staff be able to provide intense follow up in the clients home community. Currently the Fargo area has a high concentration of visually impaired or blind adults. These positions would work primarily with adults and will work at the Center Base during weeks of adult skills training. These positions will work to recruit adults to the program, perform the training and follow up with the client. If the adult is vocational eligible, the staff member will work with adult to become employed.

Telecommute – Agency Submitted

301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 1 Immunization

Date: 11/18/2008

Time: 12:45 PM

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Version 2009B0100301

Number 1

Description Immunization

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	1	0
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	1	0
-------	---	---

2. Position Class and Title: Class No. 3,412 Position Title Epidemiologist II

3. Salary range 2,588 to 4,314

4. Budgeted starting salary 2,990

5. Funding source percentages

General Fund 0	Federal Fund 1	Special Fund 0
----------------	----------------	----------------

6. Will the position or positions continue past the current biennium?

Yes	(Yes/No)
Yes	(Yes/No)

7. Is space currently available to house the position or positions at the central office?

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
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9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	50,067	50,067	100,134	50,067	50,067	100,134
Operating expenses	12,000	12,000	24,000	12,000	10,000	22,000
Capital improvements	0	0	0	0	0	0
Total	62,067	62,067	124,134	62,067	60,067	122,134
General fund	0	0	0	0	0	0
Federal funds	62,067	62,067	124,134	62,067	60,067	122,134
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No	(Yes/No)
----	----------

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position is responsible for analysis of the Immunization Registry data. It is located in Bismarck.

Telecommute – Agency Submitted

301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 10 Associate Trauma Coordinator

Date: 11/18/2008

Time: 12:45 PM

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Version 2009B0100301

Number 10

Description Associate Trauma Coordinator

1. Number of full-time equivalent (FTE) positions included in analysis

Base

Options

Number that are new positions

1

0

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

1

0

2. Position Class and Title:

Class No. 3,061

Position Title Registered Nurse I

3. Salary range 2,588

to 4,314

4. Budgeted starting salary 3,000

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

No

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	50,207	50,208	100,415	50,207	50,208	100,415
Operating expenses	5,250	5,250	10,500	5,250	5,250	10,500
Capital improvements	0	0	0	0	0	0
Total	55,457	55,458	110,915	55,457	55,458	110,915
General fund	55,457	55,458	110,915	55,457	55,458	110,915
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Will assist the state trauma coordinator in hospital trauma verification activities. Hospital verification visits 25%; trauma performance improvement program 50%; trauma coordinator training and meetings 25%; other duties as assigned 10%.

Telecommute – Agency Submitted

301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 11 State EMS Medical Director

Date: 11/18/2008

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Version 2009B0100301

Number 11

Description State EMS Medical Director

1. Number of full-time equivalent (FTE) positions included in analysis

Base

Options

Number that are new positions

.50

0

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

.50

0

2. Position Class and Title: Class No. 9,009 Position Title Physician

3. Salary range 14,733 to 17,333

4. Budgeted starting salary 5,849

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

No

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	90,129	90,129	180,258	90,129	90,129	180,258
Operating expenses	5,250	5,250	10,500	5,250	5,250	10,500
Capital improvements	0	0	0	0	0	0
Total	95,379	95,379	190,758	95,379	95,379	190,758
General fund	95,379	95,379	190,758	95,379	95,379	190,758
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The state EMS medical director would provide physician leadership, oversight and coordination, access to best practices, system quality management, and research to ensure the safest and highest quality of care for patients. He/she would be a resource to local medical directors which are predominantly volunteers with little EMS experience. Establish and monitor quality control indicators 40%; interact with local medical directors 25%; EMS research 15%; protocol development 10%; other duties as assigned 10%.

Telecommute – Agency Submitted

301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 12 Energy Imapct Environmental Scientist

Date: 11/18/2008

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Version 2009B0100301

Number 12

Description Energy Imapct Environmental Scientist

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 5,272

Position Title Environmental Scientist I

3. Salary range 2,818

to 4,696

4. Budgeted starting salary 3,085

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	51,398	51,398	102,796	51,398	51,398	102,796
Operating expenses	18,582	14,937	33,519	18,583	14,937	33,520
Capital improvements	0	0	0	0	0	0
Total	69,980	66,335	136,315	69,981	66,335	136,316
General fund	69,980	66,335	136,315	69,981	66,335	136,316
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The environmental scientist position is requested to respond to increasing activity in the general area of energy development. Energy development activities have resulted in the requirement to dedicate staff to address an increasing number of oil field spills, an increased need for ambient monitoring (i.e., air, waste, water), oversight of waste disposal and confined animal feed operation installations and drinking water facility inspections. Job duties will be assigned within the Environmental Health Section where needed most, at the present time they are: Spill response - 30%; Ambient monitoring - 20%; CAFO inspection - 20%; drinking water - 10%; Waste management - 15%; and enforcement - 5% = 100%.

Telecommute – Agency Submitted

301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 13 Energy Imapct Engineer

Date: 11/18/2008

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Number 13

Description Energy Imapct Engineer

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total 0 1

2. Position Class and Title: Class No. 2,042 Position Title Environmental Engineer II

3. Salary range 3,082 to 5,136

4. Budgeted starting salary 3,335

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party Amount In-kind 0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	54,901	54,901	109,802	54,901	54,901	109,802
Operating expenses	18,582	14,938	33,520	18,582	14,938	33,520
Capital improvements	0	0	0	0	0	0
Total	73,483	69,839	143,322	73,483	69,839	143,322
General fund	73,483	69,839	143,322	73,483	69,839	143,322
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The environmental engineer position is requested to respond to increasing activity in the general area of energy development. Energy development activities have resulted in the requirement to dedicate staff to address an increasing number of oil field spills, an increased need for ambient monitoring (i.e., air, waste, water), oversight of waste disposal and confined animal feed operation installations and drinking water facility inspections. Job duties will be assigned within the Environmental Health Section where needed most, at the present time they are: Spill response - 30%; Ambient monitoring - 20%; CAFO inspection - 20%; drinking water - 10%; Waste management - 15%; and enforcement - 5% = 100%.

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301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 14 Onsite Sewage Scientist

Date: 11/18/2008

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Version 2009B0100301

Number 14

Description Onsite Sewage Scientist

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 5,272

Position Title Enviromental Scientist II

3. Salary range 2,818

to 4,696

4. Budgeted starting salary 3,420

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	56,092	56,092	112,184	56,092	56,092	112,184
Operating expenses	36,538	36,538	73,076	36,538	36,538	73,076
Capital improvements	0	0	0	0	0	0
Total	92,630	92,630	185,260	92,630	92,630	185,260
General fund	92,630	92,630	185,260	92,630	92,630	185,260
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Position will provide technical assistance, certification, training, installation oversight and enforcement assistance to counties and local health units regarding the installation and maintenance of onsite sewage treatment installations. This position will provide assistance statewide thus requiring a central location for easier access throughout the state. Time requirements are as follows: Training - 25%; Certification - 25%; Technical assistance - 25%; installation oversight - 15%; and enforcement - 10% = 100%.

Telecommute – Agency Submitted

301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 15 Onsite Sewage Engineer

Date: 11/18/2008

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Number 15

Description Onsite Sewage Engineer

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 2,042

Position Title Enviromental Engineer II

3. Salary range

3,082

to 5,136

4. Budgeted starting salary

3,670

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	59,595	59,595	119,190	59,595	59,595	119,190
Operating expenses	36,538	36,538	73,076	36,538	36,538	73,076
Capital improvements	0	0	0	0	0	0
Total	96,133	96,133	192,266	96,133	96,133	192,266
General fund	96,133	96,133	192,266	96,133	96,133	192,266
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Position will provide technical assistance, certification, training, installation oversight and enforcement assistance to counties and local health units regarding the installation and maintenance of onsite sewage treatment installations. This position will provide assistance statewide thus requiring a central location for easier access throughout the state. Time requirements are as follows: Training - 25%; Certification - 25%; Technical assistance - 25%; installation oversight - 15%; and enforcement - 10% = 100%.

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301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 16 Enviromental Scientist

Date: 11/18/2008

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Version 2009B0100301

Number 16

Description Enviromental Scientist

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	.50	0
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total .50 0

2. Position Class and Title: Class No. 5,272 Position Title Envrn Scientist II

3. Salary range 3,082 to 5,136

4. Budgeted starting salary 1,544

5. Funding source percentages

General Fund 0 Federal Fund 0 Special Fund 1

6. Will the position or positions continue past the current biennium?

Yes (Yes/No)
No (Yes/No)

7. Is space currently available to house the position or positions at the central office?

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party Amount In-kind 0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	30,660	30,660	61,320	30,660	30,660	61,320
Operating expenses	6,395	6,395	12,790	6,395	6,395	12,790
Capital improvements	0	0	0	0	0	0
Total	37,055	37,055	74,110	37,055	37,055	74,110
General fund	0	0	0	0	0	0
Federal funds	0	0	0	0	0	0
Special funds	37,055	37,055	74,110	37,055	37,055	74,110

10. Is this position(s) requested as a telecommuting position?

Yes (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will provide inspection and regulatory oversight at the Fargo Municipal Landfill. Job tasks include landfill permit compliance, inspections, disposal plan review and waste characterization. Inspector will be required to work with Fargo personnel to ensure all aspects of the state permit are enforced.

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301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 17 Emergency Commission Microbiologist

Date: 11/18/2008

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Version 2009B0100301

Number 17

Description Emergency Commission Microbiologist

1. Number of full-time equivalent (FTE) positions included in analysis

Base

Options

Number that are new positions

1

0

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

1

0

2. Position Class and Title:

Class No. 3,241

Position Title Microbiologist I

3. Salary range 2,384

to 3,974

4. Budgeted starting salary 2,947

5. Funding source percentages

General Fund 0

Federal Fund 1

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

49,461

49,461

98,922

49,461

49,461

98,922

Operating expenses

17,975

15,000

32,975

130,000

125,000

255,000

Capital improvements

0

0

0

500,000

50,000

550,000

Total

67,436

64,461

131,897

679,461

224,461

903,922

General fund

0

0

0

0

0

0

Federal funds

67,436

64,461

131,897

679,461

224,461

903,922

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will increase testing capacity such as molecular testing, protocol development, validation of testing protocols, and maintaining year round influenza testing and surveillance activities. Duties include: Influenza Preparedness (30%) including preparing and updating procedure manuals, participating in exercises, proficiency testing, and conference calls, and develop and validate new influenza and respiratory panels on the Luminex microsphere system including all influenza markers; Year Round Influenza Surveillance (50%) including setup and perform all procedures for culture and ID of influenza strains and evaluate and interpret results, perform, evaluate, and record all quality control, validate new methods, process lab information using the LIMS and instrument software, maintain confidentiality of protected health information, document and prepare written procedures once validated, responsible for instrument operation and necessary

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preventative maintenance, integrate the ABI7500 plate PCR instrument system into routine influenza testing protocols; Immunology / Serology (10%) including assisting with IgG and IgM testing; Specimen Receipt (5%) including assisting with receiving, opening, numbering and distributing specimens delivered to the lab; and IT Support (5%) including assisting IT managers with LIMS issues, tape back-ups, software installation, patching computers, and instrumental communication connections. This position is located in the laboratory setting and the costs to set up elsewhere would be extensive. It would necessitate the purchase of additional laboratory instrumentation and the computer connectivity to communicate with the LIMS. It would also require federal clinical laboratory certification for labs that test human specimens as well as safety requirements in dealing with biohazards such as blood, urine, sputum.

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301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 18 Pesticide Monitoring

Date: 11/18/2008

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Number 18

Description Pesticide Monitoring

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Base

Options

1

0

0

0

0

0

0

0

Total

1

0

2. Position Class and Title: Class No. 5,272 Position Title Environmental Scientist I

3. Salary range 2,818 to 4,696

4. Budgeted starting salary 3,333

5. Funding source percentages

General Fund 0

Federal Fund .6

Special Fund .4

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	54,878	54,878	109,756	54,878	54,878	109,756
Operating expenses	619,288	36,389	655,677	619,288	36,389	655,677
Capital improvements	0	0	0	0	0	0
Total	674,166	91,267	765,433	674,166	91,267	765,433
General fund	0	0	0	0	0	0
Federal funds	404,500	54,760	459,260	404,500	54,760	459,260
Special funds	269,666	36,507	306,173	269,666	36,507	306,173

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will collect surface water quality samples for analysis by the state lab. Job duties include sample site selection, sample collection, sample analysis and data interpretation.

Telecommute – Agency Submitted

301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 19 Fraud Assessment Auditor II

Date: 11/18/2008

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Version 2009B0100301

Number 19

Description Fraud Assessment Auditor II

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
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2. Position Class and Title:	Class No. 242	Position Title Auditor II
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3. Salary range 2,818	to 4,696
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4. Budgeted starting salary 3,700

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
----------------	----------------	----------------

6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

No (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	60,016	60,016	120,032	60,016	60,016	120,032
Operating expenses	10,000	15,000	25,000	9,875	7,875	17,750
Capital improvements	0	0	0	0	0	0
Total	70,016	75,016	145,032	69,891	67,891	137,782
General fund	70,016	75,016	145,032	69,891	67,891	137,782
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will be responsible for a contract compliance program. A standardized process will be implemented to help us do a better job of achieving accountability and monitoring compliance with both state and federal contract requirements. The position will be most beneficial if it is located in our central office as they will need to coordinate activities with the various programs in the Department.

Telecommute – Agency Submitted

301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 2 Influenza Surveillance

Date: 11/18/2008

Time: 12:45 PM

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Version 2009B0100301

Number 2

Description Influenza Surveillance

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

1

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

1

0

2. Position Class and Title:

Class No. 3,412

Position Title Epidemiologist II

3. Salary range 2,588

to 4,314

4. Budgeted starting salary 3,066

5. Funding source percentages

General Fund 0

Federal Fund 1

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	51,131	51,131	102,262	51,131	51,131	102,262
Operating expenses	12,000	12,000	24,000	12,000	10,000	22,000
Capital improvements	0	0	0	0	0	0
Total	63,131	63,131	126,262	63,131	61,131	124,262
General fund	0	0	0	0	0	0
Federal funds	63,131	63,131	126,262	63,131	61,131	124,262
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position supports year-around influenza surveillance in North Dakota. The position also assists with educational efforts to reduce influenza morbidity in the state.

Telecommute – Agency Submitted

301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 20 Fraud Assessment Auditor III

Date: 11/18/2008

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Version 2009B0100301

Number 20

Description Fraud Assessment Auditor III

1. Number of full-time equivalent (FTE) positions included in analysis

Base

Options

Number that are new positions

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 243

Position Title Auditor III

3. Salary range 3,082

to 5,136

4. Budgeted starting salary 4,300

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

No

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

68,423

68,424

136,847

68,423

68,424

136,847

Operating expenses

10,000

15,000

25,000

9,875

7,875

17,750

Capital improvements

0

0

0

0

0

0

Total

78,423

83,424

161,847

78,298

76,299

154,597

General fund

78,423

83,424

161,847

78,298

76,299

154,597

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will be responsible for a providing a fraud risk assessment for the various programs in the Health Department on an ongoing basis (40%) and provide assistance with our contract compliance program (60%). . The position will be most beneficial if it is located in our central office as they will need to coordinate activities with the various programs in the Department.

Telecommute – Agency Submitted

301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 21 Oral Health

Date: 11/18/2008

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Version 2009B0100301

Number 21

Description Oral Health

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	.50	0
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	.50	0
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2. Position Class and Title:	Class No. 4,033	Position Title Human Srv Prgm Admin III
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3. Salary range 2,818	to 4,696
-----------------------	----------

4. Budgeted starting salary 3,000

5. Funding source percentages

General Fund 0	Federal Fund 1	Special Fund 0
----------------	----------------	----------------

6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	29,163	29,163	58,326	29,163	29,163	58,326
Operating expenses	9,500	5,500	15,000	7,500	5,500	13,000
Capital improvements	0	0	0	0	0	0
Total	38,663	34,663	73,326	36,663	34,663	71,326
General fund	0	0	0	0	0	0
Federal funds	38,663	34,663	73,326	36,663	34,663	71,326
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position coordinates the development and implementation of the statewide dental sealant and fluoride varnish program. The coordinator will be responsible for the administration of the sealant/varnish program including development of the program protocols, program budget, and estimation of program costs, site selection, training of staff, and site monitoring and evaluation. Because of the complexity of the program and coordination required with other on-site oral health staff and state partners, this position will not be considered for telecommuting.

Telecommute – Agency Submitted

301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 22 Oral Health Admin Assistant

Date: 11/18/2008

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Version 2009B0100301

Number 22

Description Oral Health Admin Assistant

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	.50	0
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	.50	0
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2. Position Class and Title:	Class No. 41	Position Title Admin Assistant I
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3. Salary range 1,734	to 2,890
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4. Budgeted starting salary 2,056

5. Funding source percentages

General Fund 0	Federal Fund 1	Special Fund 0
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6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	22,497	22,497	44,994	22,497	22,497	44,994
Operating expenses	8,000	4,000	12,000	6,000	4,000	10,000
Capital improvements	0	0	0	0	0	0
Total	30,497	26,497	56,994	28,497	26,497	54,994
General fund	0	0	0	0	0	0
Federal funds	30,497	26,497	56,994	28,497	26,497	54,994
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will provide administrative support to the oral health program. Because this position will be required to work side-by-side with on-site oral health program staff, this position will not be considered for telecommuting. Specific duties of the position include:

- Answer the phones and route to appropriate staff.
- Arrange conference calls.

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Project: 22 Oral Health Admin Assistant

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- Type and edit correspondence, program reports, and funding applications.
- Develop, organize, and maintain program files.
- Facilitate and track purchasing.
- Perform data entry.
- Schedule appointments and meeting sites, type and distribute agendas, take and prepare meeting minutes.
- Prepare travel authorizations, make travel arrangements, and complete expense vouchers.
- Handle mail preparation and coordinate bulk mailings, prepare information packets for mailing, and maintain mailing lists.
- Provide assistance to section support staff team as needed.

Telecommute – Agency Submitted

301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 23 School Health Coordinator

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Version 2009B0100301

Number 23

Description School Health Coordinator

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	1	0
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	1	0
-------	---	---

2. Position Class and Title: Class No. 3,076 Position Title Public Hlth Nurse Con II

3. Salary range 2,818 to 4,696

4. Budgeted starting salary 3,150

5. Funding source percentages

General Fund 0 Federal Fund 1 Special Fund 0

6. Will the position or positions continue past the current biennium? Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office? Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	54,074	54,074	108,148	54,074	54,074	108,148
Operating expenses	9,500	5,500	15,000	7,500	5,500	13,000
Capital improvements	0	0	0	0	0	0
Total	63,574	59,574	123,148	61,574	59,574	121,148
General fund	0	0	0	0	0	0
Federal funds	63,574	59,574	123,148	61,574	59,574	121,148
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position? No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position uses a team approach to implement a statewide comprehensive coordinated school health program through a cross agency approach. Because of the complexity of the program and collaboration that needs to occur with other state partners, this position will not be considered for telecommuting. Specific duties include:

Maintain a lateral relationship with the Coordinated School Health (CSH) Project Director located in the Department of Public Instruction.
Co-administer the CDC cooperative agreement including: planning and implementing annual work plan per grant requirements.

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Project: 23 School Health Coordinator

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Co-administer intra-agency and interagency collaborative efforts for coordinated school health.

Develop budget and manage fiscal requirements.

Write and submit federal grant applications and required reports.

Recruit, train and mentor direct reports.

Build, maintain and use collaborative efforts, partnerships and coalitions to achieve program goals and objectives.

Solicit, review, award and monitor program contracts, coordinating implementation across program areas and assessing program performance.

Coordinate and facilitate CSH Core Team and expanded team meetings.

Provide information and interpretation of CSH to all departmental staff and to the general public.

Provide technical assistance and training to department staff, school personnel, school nurses and community partners.

Evaluate the effectiveness of program objectives and recommend program improvements.

Serve as lead for ensuring CSH Indicators data are recorded in a systematic and coordinated fashion.

Assist in drafting and monitoring legislation, as needed.

Represent the division in advocating for coordinated school health.

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Version: 2009-B-01-00301

Project: 24 Suicide Prevention

Date: 11/18/2008

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Number 24

Description Suicide Prevention

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0
Total	0	1

2. Position Class and Title: Class No. 4,033 Position Title Hmn Srvc Prgm Admin III

3. Salary range 2,818 to 4,696

4. Budgeted starting salary 3,380

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

No (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
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9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	55,532	55,532	111,064	55,532	55,532	111,064
Operating expenses	13,000	12,000	25,000	11,000	12,000	23,000
Capital improvements	0	0	0	0	0	0
Total	68,532	67,532	136,064	66,532	67,532	134,064
General fund	68,532	67,532	136,064	66,532	67,532	134,064
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

- Address the issue of statewide suicide prevention activities over a structured and long-term basis.
- Increase education and public awareness of, and reduce the stigma about, the issue of suicide as the leading cause of death and a significant public health issue in North Dakota for all ages.
- Reduce the danger and harm of suicidal behavior.
- Promote assets and resiliency to all people, with attention toward building healthy relationships.

This position would need to be located at the NDDoH as it is a new program and complex to manage. The cost of bring the staff member in for weekly meetings

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Project: 24 Suicide Prevention

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would be difficult to justify along with costs related to technology to do the work remotely.

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301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 25 Adult Injury Prevention

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Number 25

Description Adult Injury Prevention

1. Number of full-time equivalent (FTE) positions included in analysis

Base

Options

Number that are new positions

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 4,033

Position Title Hmn Srvc Prgm Admin III

3. Salary range 2,818

to 4,696

4. Budgeted starting salary 3,190

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

No

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	52,869	52,869	105,738	52,869	52,869	105,738
Operating expenses	9,000	6,000	15,000	7,000	6,000	13,000
Capital improvements	0	0	0	0	0	0
Total	61,869	58,869	120,738	59,869	58,869	118,738
General fund	61,869	58,869	120,738	59,869	58,869	118,738
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

- Collecting and analyzing injury data from ND hospitals,
- Determining the current factors contributing to injuries in adulthood,
- Assessing trends as to how and why adulthood injuries are occurring,
- Developing awareness and educational programs to prevent injuries from occurring,
- Collaborating with state, local, and private partners to develop and implement prevention programs based on best practices, and
- Providing funding statewide to appropriate local agencies to implement adult injury prevention programs.

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Project: 25 **Adult Injury Prevention**483

This position is not conducive for telecommuting as collaboration will need to occur with other injury staff and the CHS epi on data collection on injuries from ND hospitals. The cost of bring the staff member in for weekly meetings would be difficult to justify along with costs related to technology to do the work remotely.

Telecommute – Agency Submitted

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Version: 2009-B-01-00301

Project: 26 ND Early Hearing Det. & Intervention - Director

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Number 26

Description ND Early Hearing Det. & Intervention - Director

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 4,033

Position Title Hmn Srvc Prgm Admin III

3. Salary range 2,818

to 4,696

4. Budgeted starting salary 4,050

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

No

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	64,920	64,920	0	64,920	64,920
Operating expenses	8,000	5,000	13,000	5,000	5,000	10,000
Capital improvements	0	0	0	0	0	0
Total	8,000	69,920	77,920	5,000	69,920	74,920
General fund	8,000	69,920	77,920	5,000	69,920	74,920
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

EHDI Program Director job tasks include: Program Development (15%), Program Administration (40%), Data Analysis and Reporting (30%) and Consultation and Community Outreach (15%). Collaborative work needed within the CSHS division would be hampered and operating costs increased if this person were outstationed.

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Project: 27 ND Early Hearing Det. & Intervention Admin Assist

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Version 2009B0100301

Number 27

Description ND Early Hearing Det. & Intervention Admin Assist

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	.50
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total 0 .50

2. Position Class and Title: Class No. 41 Position Title Admin Assistant I

3. Salary range 1,734 to 2,890

4. Budgeted starting salary 2,100

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium? Yes (Yes/No)
7. Is space currently available to house the position or positions at the central office? no (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party Amount In-kind 0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	22,273	22,273	0	22,273	22,273
Operating expenses	8,000	5,000	13,000	5,000	5,000	10,000
Capital improvements	0	0	0	0	0	0
Total	8,000	27,273	35,273	5,000	27,273	32,273
General fund	8,000	27,273	35,273	5,000	27,273	32,273
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position? No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

EHDI Administrative Assistant job tasks include: Information Management (60%), Program Administration Support/General Office Support (20%), and Program Correspondence (20%). Collaborative work needed within the CSHS division would be hampered and operating costs increased if this person were outstationed.

Telecommute – Agency Submitted

301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 28 Medical Home - Director

Date: 11/18/2008

Time: 12:45 PM

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Version 2009B0100301

Number 28

Description Medical Home - Director

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 3,063

Position Title Registered Nurse III

3. Salary range 3,082

to 5,136

4. Budgeted starting salary 4,100

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

No

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	65,620	65,620	131,240	65,620	65,620	131,240
Operating expenses	10,800	7,000	17,800	8,800	7,000	15,800
Capital improvements	0	0	0	0	0	0
Total	76,420	72,620	149,040	74,420	72,620	147,040
General fund	76,420	72,620	149,040	74,420	72,620	147,040
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Medical Home Program Director job tasks include: Program Administration (20%), Coordination/Collaboration with advisory committees and other stakeholders (20%), Technical Assistance/Training for medical home pilots (50%), and Program Evaluation (10%). Collaborative work needed within the CSHS division would be hampered and operating costs increased if this person were outstationed.

Telecommute – Agency Submitted

301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 29 Medical Home - Admin Assist

Date: 11/18/2008

Time: 12:45 PM

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Version 2009B0100301

Number 29

Description Medical Home - Admin Assist

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 41

Position Title Admin Assistant I

3. Salary range 1,734

to 2,890

4. Budgeted starting salary 2,100

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

No

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	22,743	22,743	45,486	22,743	22,743	45,486
Operating expenses	10,800	7,000	17,800	8,800	7,000	15,800
Capital improvements	0	0	0	0	0	0
Total	33,543	29,743	63,286	31,543	29,743	61,286
General fund	33,543	29,743	63,286	31,543	29,473	61,016
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Medical Home Administrative Assistant job tasks include: Training Coordination (30%), Meeting Minutes (10%), Information Management (25%), Travel Reimbursement Requests (10%), and Program Administration Support/General Office Support (25%). Collaborative work needed within the CSHS division would be hampered and operating costs increased if this person were outstationed.

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301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 3 Disease Control Administrative Assistant

Date: 11/18/2008

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Number 3

Description Disease Control Administrative Assistant

1. Number of full-time equivalent (FTE) positions included in analysis

Base

Options

Number that are new positions

1

0

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

1

0

2. Position Class and Title:

Class No. 42

Position Title Admin Assistant II

3. Salary range 1,923

to 3,205

4. Budgeted starting salary 1,987

5. Funding source percentages

General Fund 0

Federal Fund 1

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	35,907	35,907	71,814	35,907	35,907	71,814
Operating expenses	7,000	7,000	14,000	5,000	7,000	12,000
Capital improvements	0	0	0	0	0	0
Total	42,907	42,907	85,814	40,907	42,907	83,814
General fund	0	0	0	0	0	0
Federal funds	42,907	42,907	85,814	40,907	42,907	83,814
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The position provides administrative support to the surveillance and general epidemiology program in the Division and therefore needs to be located in our central office.

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Project: 30 Primary Care

Date: 11/18/2008

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Number 30

Description Primary Care

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	.50	0
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total .50 0

2. Position Class and Title: Class No. 4,033 Position Title Hmn Srvce Prgm Admin III

3. Salary range 2,818 to 4,696

4. Budgeted starting salary 1,600

5. Funding source percentages

General Fund 0 Federal Fund 1 Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

No (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party Amount In-kind 0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	30,575	30,575	61,150	30,575	30,575	61,150
Operating expenses	7,000	7,000	14,000	4,000	6,000	10,000
Capital improvements	0	0	0	0	0	0
Total	37,575	37,575	75,150	34,575	36,575	71,150
General fund	0	0	0	0	0	0
Federal funds	37,575	37,575	75,150	34,575	36,575	71,150
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The .5 FTE will assist the director of the Primary Care Office administer loan repayment programs and recruitment of foreign medical graduates, designate workforce shortage areas, maintain current data on health care workforce needs in North Dakota and assist in the development of Community Health Centers in North Dakota.

Activities will include:

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Project: 30 Primary Care

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1. Processing loan repayment applications, answering questions from the public and applicants about the loan repayment programs. This will require a through understand of the loan repayment programs. (25%)
2. Processing requests from North Dakota hospitals or clinics for waivers of the home residency requirement for foreign medical graduates in the United States on J-1 immigration status. This will require a through understanding of the J-1 Visa Waiver program and interaction with the United States Department of State and the United States Citizenship and Immigration Service of the Homeland Security Bureau. (10%)
3. Assist in the designation of workforce shortage areas in North Dakota. This will require a through knowledge of the designation process and data to be collected. (20%)
4. Collect and maintain a current database on the need for health care workers across the state and the retention of health care workers. This will require a survey of hospitals and clinics on a quarterly basis. (40%)
5. Assist with presentations to the public and health care providers regarding loan repayment programs and the development of Community Health Centers. (5%)

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Project: 31 Healthy Living Content Experts

Date: 11/18/2008

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Number 31

Description Healthy Living Content Experts

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 4,033

Position Title Hmn Srvce Prgm Admin III

3. Salary range 2,818

to 4,696

4. Budgeted starting salary 3,000

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

No

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	351,453	351,453	702,906	351,453	351,453	702,906
Operating expenses	87,325	64,925	152,250	60,200	51,800	112,000
Capital improvements	0	0	0	0	0	0
Total	438,778	416,378	855,156	411,653	403,253	814,906
General fund	438,778	416,378	855,156	411,653	403,253	814,906
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Obesity Prevention nutritionist and physical activity specialists will help develop, implement and evaluate a statewide program to prevent and control obesity and other chronic diseases. They will implement a strategic plan to integrate current and future health promotion initiatives within the department and connect with health promotion efforts external to the department at both the state and local levels. We are not considering either position for a telecommute position as they will work as part of the NPA Division and with a number of public (many located throughout state government) and private partners. And expect the cost would be higher if the positions were outside of the infrastructure already in place. The media coordinator position will work with many different divisions throughout the community health section to ensure that the healthy living message is distributed across ND. Due to the complexity of the different divisions and programs, this

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position would not be considered for telecommuting. The youth coordinator position will work with the tobacco staff to integrate youth activities into communities and schools so that the teachers, tobacco coordinators, and others that work with tobacco in the communities have ready made evidenced based activities available to use with youth. Because of the collaboration need with current tobacco staff, this position will not be considered for telecommuting. The Early Childhood/School-Age Health and Wellness Coordinator position will work with early childhood systems and schools to develop, implement and evaluate health maintenance and prevention programs. This position will require extensive collaboration efforts with state and local partners; hence, telecommuting for this position will not be considered.

The Healthy North Dakota worksite wellness specialist will provide overall direction to the program including program planning, implementation and evaluation. Specific program outcomes include increasing the number of North Dakota worksites that have comprehensive worksite wellness programs, increasing the number of employees in those worksites who participate in worksite wellness programs and demonstrating the impact of comprehensive worksite wellness programs on the health status and health practices of participating employees and employers. This person will coordinate efforts across the Healthy North Dakota partnership which includes government and non-government agencies/organizations/associations. We are not considering this position for a telecommute position as this position will represent the Department of Health in worksite wellness efforts as part of the Healthy North Dakota initiative.

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Project: 32 Healthy Living Epidemiologists

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Number 32

Description Healthy Living Epidemiologists

1. Number of full-time equivalent (FTE) positions included in analysis

Base

Options

Number that are new positions

0

2

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

2

2. Position Class and Title:

Class No. 3,413

Position Title Epidemiologist III

3. Salary range 2,818

to 4,696

4. Budgeted starting salary 3,000

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

No

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

100,415

100,415

200,830

100,415

100,415

200,830

Operating expenses

24,950

18,550

43,500

17,200

14,800

32,000

Capital improvements

0

0

0

0

0

0

Total

125,365

118,965

244,330

117,615

115,215

232,830

General fund

125,365

118,965

244,330

117,615

115,215

232,830

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The Epi's will work with a number of programs including School Health/Nursing, Tobacco, Worksite Wellness, Obesity Prevention, Healthy North Dakota and other Community Health programs. They will be expected to offer technical assistance on analysis and program planning to program staff. They will identify relevant and appropriate population data and information sources to inform program planning and evaluation, identify trends which may have implications for health status of the population and ensure that the systems to monitor and evaluate programs are established and maintained. Given their close working relationship with a large number of staff and programs located within the Health Department these position are not being considered for telecommuting.

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Project: 33 Healthy Living Content Admin Assistants

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Version 2009B0100301

Number 33

Description Healthy Living Content Admin Assistants

1. Number of full-time equivalent (FTE) positions included in analysis

Base

Options

Number that are new positions

0

3

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

3

2. Position Class and Title:

Class No. 43

Position Title Admin Assist. I

3. Salary range

1,734

to 2,890

4. Budgeted starting salary

2,000

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

No

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	108,267	108,268	216,535	108,267	108,268	216,535
Operating expenses	19,425	9,825	29,250	7,800	4,200	12,000
Capital improvements	0	0	0	0	0	0
Total	127,692	118,093	245,785	116,067	112,468	228,535
General fund	127,692	118,093	245,785	116,067	112,468	228,535
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The administrative assistants will provide administrative support for specific program activities including Obesity Prevention, Healthy North Dakota, School Nursing, and Tobacco. Activities include general program office management such as word processing, database management, scheduling and other secretarial support services as required by the program. These positions are not being considered for telecommuting given the need to have the support staff working directly with the program staff.

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Version: 2009-B-01-00301

Project: 34 Newborn Screening

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Number 34

Description Newborn Screening

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
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2. Position Class and Title:	Class No. 4,033	Position Title Hmn Srvc Prgm Admin III
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3. Salary range 2,818	to 4,696
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4. Budgeted starting salary 3,334

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
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6. Will the position or positions continue past the current biennium?

Yes	(Yes/No)
-----	----------

7. Is space currently available to house the position or positions at the central office?

Yes	(Yes/No)
-----	----------

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
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9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	54,887	54,887	109,774	54,887	54,887	109,774
Operating expenses	21,000	18,000	39,000	18,000	18,000	36,000
Capital improvements	0	0	0	0	0	0
Total	75,887	72,887	148,774	72,887	72,887	145,774
General fund	75,887	72,887	148,774	72,887	72,887	145,774
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No	(Yes/No)
----	----------

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position provides follow-up notification and documentation to health care providers on all abnormal newborn screening results. In addition, this position is responsible for the development of protocols, policies, quality assurance and educational materials for the statewide program. This position works extensively with Protected Health Information (PHI), closely with other state partners and with the administrative assistant to assure compliance with follow-up activities (i.e., data base entry, follow-up letters); hence this position will not be considered for telecommuting.

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Project: 35 Community Health Epidemiologist

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Number 35

Description Community Health Epidemiologist

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 3,413

Position Title Epidemiologist III

3. Salary range

to 4,696

4. Budgeted starting salary

5. Funding source percentages

General Fund 0

Federal Fund 1

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	57,059	57,059	114,118	57,059	57,059	114,118
Operating expenses	13,000	12,000	25,000	11,000	12,000	23,000
Capital improvements	0	0	0	0	0	0
Total	70,059	69,059	139,118	68,059	69,059	137,118
General fund	0	0	0	0	0	0
Federal funds	70,059	69,059	139,118	68,059	69,059	137,118
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position is responsible for maintaining the statewide cancer surveillance system, producing statistics on cancer incidence and survival, conducting data analysis and responding to data requests (50%). This position is also responsible for conducting surveillance activities for programs associated with or located in the Division of Chronic Disease (50%). Telecommuting is not possible due to the necessary interactions with many individuals and programs to provide the required statistics and services.

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Project: 35 Asthma Assistant

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Number 35

Description Asthma Assistant

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	.50
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0
Total	0	.50

2. Position Class and Title: Class No. 41 Position Title Admin Assist I

3. Salary range 1,734 to 2,890

4. Budgeted starting salary 1,000

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium? Yes No (Yes/No)

7. Is space currently available to house the position or positions at the central office? (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	22,152	22,153	44,305	22,152	22,153	44,305
Operating expenses	8,000	4,000	12,000	6,000	4,000	10,000
Capital improvements	0	0	0	0	0	0
Total	30,152	26,153	56,305	28,152	26,153	54,305
General fund	30,152	26,153	56,305	28,152	26,153	54,305
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position? No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will provide general administrative assistant support to the Asthma/Arthritis Director, including correspondence, arranging meetings, making travel arrangements, completing purchase requisitions, submitting reimbursement requests and other similar duties. This position is not eligible for telecommuting due to the required constant interactions with the director and other department programs.

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Project: 36 Asthma/Arthritis Director

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Number 36

Description Asthma/Arthritis Director

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 4,033

Position Title Hmn Srvce Prgm Admin III

3. Salary range 2,818

to 4,696

4. Budgeted starting salary 3,100

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

No

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	51,608	51,608	103,216	51,608	51,608	103,216
Operating expenses	17,000	14,200	31,200	15,000	11,000	26,000
Capital improvements	0	0	0	0	0	0
Total	68,608	65,808	134,416	66,608	62,608	129,216
General fund	68,608	65,608	134,216	66,608	62,608	129,216
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will maintain/expand current efforts in asthma and arthritis (approximately 50% time in each area) and develop stakeholder groups. Additional responsibilities include developing strategic plans for NDDoH asthma and arthritis programs, identifying health equity issues and best practices and seeking continuation funding for the programs. This position is not suited for telecommuting due to the interactions and integration needed with other NDDoH programs.

Telecommute – Agency Submitted

Date: 11/18/2008

301 ND DEPARTMENT OF HEALTH

Time: 12:45 PM

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Project: 37 Heart Disease & stroke Admin Asst

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Version 2009B0100301

Number 37

Description Heart Disease & stroke Admin Asst

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	.50
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	.50
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2. Position Class and Title:	Class No. 41	Position Title Admin Assist I
------------------------------	--------------	-------------------------------

3. Salary range	1,734	to 2,890
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4. Budgeted starting salary 1,833

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
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6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
---------------	--------	---------	---

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	33,855	33,855	67,710	33,855	33,855	67,710
Operating expenses	8,000	4,000	12,000	6,000	4,000	10,000
Capital improvements	0	0	0	0	0	0
Total	41,855	37,855	79,710	39,855	37,855	77,710
General fund	41,855	37,855	79,710	39,855	37,855	77,710
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will provide general administrative support for the Heart Disease and Stroke Prevention program and director. Duties include general correspondence, meeting arrangements, taking minutes, purchase requisitions, contracts, requests for reimbursement and other secretarial tasks. Telecommuting is not appropriate due to the close working relationship needed with the program director.

Telecommute – Agency Submitted

301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 38 Heart Disease & Stroke Director

Date: 11/18/2008

Time: 12:45 PM

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Version 2009B0100301

Number 38

Description Heart Disease & Stroke Director

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title: Class No. 3,063 Position Title Registered Nurse III

3. Salary range 3,082 to 5,136

4. Budgeted starting salary 3,250

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	53,711	53,711	107,422	53,711	53,711	107,422
Operating expenses	17,000	13,000	30,000	15,000	11,000	26,000
Capital improvements	0	0	0	0	0	0
Total	70,711	66,711	137,422	68,711	64,711	133,422
General fund	70,711	66,711	137,422	68,711	64,711	133,422
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position is responsible for developing a statewide heart disease and stroke prevention program, duties include increasing state capacity by planning and implementing population-based interventions; conducting surveillance of cardiovascular disease and related risk factors; assessing policy and environmental supports; identifying promising practices; and promoting cardiovascular health in a variety of settings. This position is not appropriate for telecommuting due to the close working relationships and partnerships needed with other chronic disease programs.

Telecommute – Agency Submitted

301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 39 Hospital Discharge Epidemiologist

Date: 11/18/2008

Time: 12:45 PM

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Version 2009B0100301

Number 39

Description Hospital Discharge Epidemiologist

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
-------	---	---

2. Position Class and Title:	Class No. 4,036	Position Title Hmn Srvc Prgm Admin VI
------------------------------	-----------------	---------------------------------------

3. Salary range 3,748	to 6,246
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4. Budgeted starting salary 6,000

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
----------------	----------------	----------------

6. Will the position or positions continue past the current biennium?	Yes	(Yes/No)
7. Is space currently available to house the position or positions at the central office?	No	(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
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9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	92,244	92,244	184,488	92,244	92,244	184,488
Operating expenses	24,600	20,400	45,000	18,500	16,800	35,300
Capital improvements	0	0	0	0	0	0
Total	116,844	112,644	229,488	110,744	109,044	219,788
General fund	116,844	112,644	229,488	110,744	109,044	219,788
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?	No	(Yes/No)
--	----	----------

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will coordinate the development and implementation of a hospital discharge data system. The coordinator will be responsible for the following:

- * Receive the data and ensure the data is complete and clean
- * Merge the data into a single database for each calendar year
- * Ensure confidentiality of contents are protected
- * Match identifiers within the merged dataset and replace identifiers with code numbers

Telecommute – Agency Submitted

301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 39 Hospital Discharge Epidemiologist

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- * Produced pre-defined results for stakeholders
- * Respond to queries of the data for custom requests, especially from hospitals and Department of Health staff
- * Provide non-confidential data in a releasable form in accordance with HIPAA protection rules

The position will be most beneficial if it is located in our central office as they will be working directly with the Office of the State Health Officer and the many other program directors in the Department.

Telecommute – Agency Submitted

301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 4 Fargo Field Epidemiologist

Date: 11/18/2008

Time: 12:45 PM

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Version 2009B0100301

Number 4

Description Fargo Field Epidemiologist

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 3,412

Position Title Epidemiologist II

3. Salary range 2,588

to 4,314

4. Budgeted starting salary 3,160

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

No

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	51,062	51,062	102,124	51,062	51,062	102,124
Operating expenses	10,450	10,450	20,900	7,450	5,450	12,900
Capital improvements	0	0	0	0	0	0
Total	61,512	61,512	123,024	58,512	56,512	115,024
General fund	61,512	61,512	123,024	58,512	56,512	115,024
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

Yes

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position is a field epidemiologist position located in Fargo, North Dakota. This position would conduct disease surveillance and investigations in and around the Fargo/Cass County area. The Fargo/Cass County area has the highest disease morbidity in the state. In addition it has more health care providers than other areas - including the largest single provider in the state - Meritcare.

Telecommute – Agency Submitted

301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 40 Administrative Assist. - EPR

Date: 11/18/2008

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Version 2009B0100301

Number 40

Description Administrative Assist. - EPR

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	1	0
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	1	0
-------	---	---

2. Position Class and Title: Class No. 41 Position Title Admin Assistant I

3. Salary range 1,734 to 2,890

4. Budgeted starting salary 2,028

5. Funding source percentages

General Fund 0 Federal Fund 1 Special Fund 0

6. Will the position or positions continue past the current biennium? Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office? Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	36,481	36,482	72,963	36,481	36,482	72,963
Operating expenses	8,000	4,000	12,000	6,000	4,000	10,000
Capital improvements	0	0	0	0	0	0
Total	44,481	40,482	84,963	42,481	40,482	82,963
General fund	0	0	0	0	0	0
Federal funds	44,481	40,482	84,963	42,481	40,482	82,963
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position? No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will provide administrative support to the Emergency Response and Preparedness program. Because this position will be required to work side-by-side with on-site program staff, this position will not be considered for telecommuting. Specific duties of the position include:

- Answer the phones and route to appropriate staff.
- Arrange conference calls.

Telecommute – Agency Submitted

301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 40 Administrative Assist. - EPR

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- Type and edit correspondence.
- Develop, organize, and maintain program files.
- Schedule appointments and meeting sites, type and distribute agendas, take and prepare meeting minutes.
- Prepare travel authorizations, make travel arrangements, and complete expense vouchers.
- Handle mail preparation and coordinate bulk mailings, prepare information packets for mailing, and maintain mailing lists.
- Provide assistance to section support staff team as needed.

Telecommute – Agency Submitted

301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 5 Autopsy Assistant

Date: 11/18/2008

Time: 12:45 PM

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Version 2009B0100301

Number 5

Description Autopsy Assistant

1. Number of full-time equivalent (FTE) positions included in analysis

Base

Options

Number that are new positions

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 3,212

Position Title Lab Technician II

3. Salary range 1,734

to 2,890

4. Budgeted starting salary 18,000

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

33,286

33,286

66,572

33,286

33,286

66,572

Operating expenses

7,000

7,000

14,000

15,000

15,000

30,000

Capital improvements

0

0

0

0

0

0

Total

40,286

40,286

80,572

48,286

48,286

96,572

General fund

40,286

40,286

80,572

48,286

48,286

96,572

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will provide autopsy assistance services and will need to be located in the lab where the equipment is located and the service is provided.

Telecommute – Agency Submitted

301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 6 Life Safety Code Construction Visists

Date: 11/18/2008

Time: 12:45 PM

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Version 2009B0100301

Number 6

Description Life Safety Code Construction Visists

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

2

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

2

2. Position Class and Title:

Class No. 3,519

Position Title HCF Fire Safety Surv. II

3. Salary range

2,818

to 4,696

4. Budgeted starting salary

3,848

5. Funding source percentages

General Fund .67

Federal Fund 0

Special Fund .33

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party HC Facility Plans Review Fees

Amount 100,000

In-kind

0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	124,180	124,180	248,360	124,180	124,180	248,360
Operating expenses	36,775	36,775	73,550	36,775	36,775	73,550
Capital improvements	0	0	0	0	0	0
Total	160,955	160,955	321,910	160,955	160,955	321,910
General fund	107,840	107,840	215,680	107,840	107,840	215,680
Federal funds	0	0	0	0	0	0
Special funds	53,115	53,115	106,230	53,115	53,115	106,230

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The purpose of this request is to add the service on onsite construction/renovation fire safety inspections and review of related changes in facility plans before and during the construction phase and prior to licensure of the facility. Onsite visits during construction have not previously been completed, and there has been minimal staff available to provide follow-up on changes to facility plans. It is anticipated that these positions would be located in Bismarck, however, once the staff members are fully trained consideration would be give to the option being Community Based.

Telecommute – Agency Submitted

301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 7 Environmental Health Practitioner

Date: 11/18/2008

Time: 12:45 PM

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Version 2009B0100301

Number 7

Description Environmental Health Practitioner

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 3,402

Position Title Env. Hlth Practitioner II

3. Salary range

2,588

to

4,314

4. Budgeted starting salary

3,061

5. Funding source percentages

General Fund .553

Federal Fund .447

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

No

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	51,062	51,063	102,125	51,062	51,063	102,125
Operating expenses	15,000	15,000	30,000	15,000	15,000	30,000
Capital improvements	0	0	0	0	0	0
Total	66,062	66,063	132,125	66,062	66,063	132,125
General fund	33,063	33,063	66,126	33,063	33,063	66,126
Federal funds	30,000	30,000	60,000	30,000	30,000	60,000
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This new position would assist in conducting routine inspections of facilities licensed by the ND Department of Health in addition to assisting in conducting inspections under contract with the Food and Drug Administration. The majority of time, over 90%, is spent traveling and conducting inspections. The balance of time is spent preparing and sending reports, educating the regulated community, planning and preparing work plans, and conducting foodborne outbreak investigations or following up on complaints. The major benefit of locating the position outside the central office is that the position is physically located within the assigned work territory resulting in less travel time to and from the central office. A permanently assigned fleet vehicle is required for this position.

Telecommute – Agency Submitted

301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 8 Trauma Admin Assistant

Date: 11/18/2008

Time: 12:45 PM

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Version 2009B0100301

Number 8

Description Trauma Admin Assistant

1. Number of full-time equivalent (FTE) positions included in analysis

Base

Options

Number that are new positions

.50

0

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

.50

0

2. Position Class and Title:

Class No. 33

Position Title Office Assistant III

3. Salary range 1,572

to 2,620

4. Budgeted starting salary 1,054

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	18,801	18,802	37,603	18,801	18,802	37,603
Operating expenses	1,750	1,750	3,500	1,750	1,750	3,500
Capital improvements	0	0	0	0	0	0
Total	20,551	20,552	41,103	20,551	20,552	41,103
General fund	20,551	20,552	41,103	20,551	20,552	41,103
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Assist the state trauma coordinator and associate trauma coordinator. Attend numerous trauma meetings to take minutes 30%; meeting preparation 25%; general clerical duties 35%; other duties as assigned 10%.

Telecommute – Agency Submitted

301 ND DEPARTMENT OF HEALTH

Version: 2009-B-01-00301

Project: 9 Field EMS Specialists

Date: 11/18/2008

Time: 12:45 PM

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Version 2009B0100301

Number 9

Description Field EMS Specialists

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

4

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

4

0

2. Position Class and Title:

Class No. 3,426

Position Title EMS Specialist II

3. Salary range 2,588

to 4,314

4. Budgeted starting salary 3,000

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

No

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	200,830	200,830	401,660	200,830	200,830	401,660
Operating expenses	72,600	72,600	145,200	72,600	72,600	145,200
Capital improvements	0	0	0	0	0	0
Total	273,430	273,430	546,860	273,430	273,430	546,860
General fund	273,430	273,430	546,860	273,430	273,430	546,860
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

Yes

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

One EMS Specialist will be located in each of the state's four regions. They will be responsible for quality assurance activities, ambulance inspections, and technical assistance for a predominantly volunteer EMS system. Ambulance inspections 30%; quality assurance improvement activities 40%; training volunteer EMS providers 20%, other duties as assigned 10%.

Telecommute – Agency Submitted

321 DEPARTMENT OF VETERANS AFFAIRS

Version: 2009-B-01-00321

Project: 1 Training / Claims Positions

Date: 10/14/2008

Time: 2:53 PM

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Version 2009B0100321

Number 1

Description Training / Claims Positions

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 4,231

Position Title Vets Benefit Specialist

3. Salary range 2,384

to 3,974

4. Budgeted starting salary 2,384

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

	Central Office Setting				Telecommute Setting		
	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	82,940	82,940	165,880	0	0	0	0
Operating expenses	15,229	10,654	25,883	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	98,169	93,594	191,763	0	0	0	0
General fund	98,169	93,594	191,763	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position is in response to the overwhelming request for better service to our veterans in the State of North Dakota. One of the areas focused on by the Public Safety Committee's proposed legislation is the need for better trained County Veteran Service officers. We have 51 County Veteran Service officers(CVSO's) plus their staff/assistants, 3 State service officers and 3 Tribal Vetens Service officers and their staff/assistants in North Dakota.

This position would spend 70% of their time researching, compiling, preparing, updating and conducting quality training events. This person would create/update all the materials needed for training and would conduct training with new and existing CVSO's to ensure they are up to date and qualified to properly serve the Veterans of North Dakota. This would include traveling to participate in specialized training provided by outside agencies, bringing that information back to train ND DVA personnel, conducting training for CVSO's at the spring and fall conferences and updating the training manuals and training kits for new and existing

Telecommute – Agency Submitted

321 DEPARTMENT OF VETERANS AFFAIRS

Version: 2009-B-01-00321

Project: 1 Training / Claims Positions

Date: 10/14/2008

Time: 2:53 PM

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CVSO's. It would be our intent to possibly have this person become an accredited trainer with such organizations as the NACVSO's, VFW, and American Legion so that this person could train and accredit those that attend their training, saving money on sending these persons out of state. The person would also compile and conduct training for new CVSO's so that they are properly prepared to serve the Veterans of ND. This person would also attend the outreach seminars and other speaking/informative events to provide this information to veterans groups. These responsibilities would require many hours of traveling in and out of the state to obtain training and many hours traveling within the state conducting training. This would require the need for electronic/communication items and services such as laptop, projector, cellphone-blackberry so this person can access information online out in the field.

This position would spend 30% of their time conducting VSO services such as taking claims. This is needed to keep up knowledge of these programs as they are constantly changing, and to ensure up to date and quality information is delivered in training.

Telecommute – Agency Submitted

325 DEPARTMENT OF HUMAN SERVICES

Version: 2009-B-01-00325

Project: 001 Global Behavioral Health

Date: 11/18/2008

Time: 1:55 PM

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Version 2009B0100325

Number 001

Description Global Behavioral Health

1. Number of full-time equivalent (FTE) positions included in analysis

Base

Options

Number that are new positions

0

11

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

11

2. Position Class and Title:

Class No. 4,102

Position Title Behavior Health Tech II

3. Salary range 1,923

to 3,205

4. Budgeted starting salary 2,100

5. Funding source percentages

General Fund .94

Federal Fund .05

Special Fund .01

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

929,145

929,145

1,858,290

929,145

929,145

1,858,290

Operating expenses

0

0

0

0

0

0

Capital improvements

0

0

0

0

0

0

Total

929,145

929,145

1,858,290

929,145

929,145

1,858,290

General fund

881,629

881,629

1,763,258

881,629

881,629

1,763,258

Federal funds

46,398

46,398

92,796

46,398

46,398

92,796

Special funds

1,118

1,118

2,236

1,118

1,118

2,236

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Due to the direct services being provided by these positions, they need to be located at the site.

Telecommute – Agency Submitted

325 DEPARTMENT OF HUMAN SERVICES

Version: 2009-B-01-00325

Project: 002 Capacity

Date: 11/18/2008

Time: 1:55 PM

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Version 2009B0100325

Number 002

Description Capacity

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 4,072

Position Title DD Case Manager II

3. Salary range 2,588

to 4,314

4. Budgeted starting salary 3,009

5. Funding source percentages

General Fund .51

Federal Fund .49

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	494,718	494,718	989,436	494,718	494,718	989,436
Operating expenses	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0
Total	494,718	494,718	989,436	494,718	494,718	989,436
General fund	252,306	252,306	504,612	252,306	252,306	504,612
Federal funds	242,412	242,412	484,824	242,412	242,412	484,824
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Due to the direct services being provided by these positions, they need to be located at the site.

Telecommute – Agency Submitted

325 DEPARTMENT OF HUMAN SERVICES

Version: 2009-B-01-00325

Project: 004 Expansion/Enhancement

Date: 11/18/2008

Time: 1:55 PM

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Version 2009B0100325

Number 004

Description Expansion/Enhancement

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

16.50

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

16.50

2. Position Class and Title:

Class No. 4,033

Position Title HSPA III

3. Salary range 2,818

to 4,696

4. Budgeted starting salary 3,500

5. Funding source percentages

General Fund .24

Federal Fund .74

Special Fund .02

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	1,722,024	1,722,024	3,444,048	1,722,024	1,722,024	3,444,048
Operating expenses	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0
Total	1,722,024	1,722,024	3,444,048	1,722,024	1,722,024	3,444,048
General fund	414,740	414,740	829,480	414,740	414,740	829,480
Federal funds	1,272,292	1,272,292	2,544,584	1,272,292	1,272,292	2,544,584
Special funds	34,992	34,992	69,984	34,992	34,992	69,984

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Due to the direct services being provided by these positions, they need to be located at the site.

Telecommute – Agency Submitted

325 DEPARTMENT OF HUMAN SERVICES

Version: 2009-B-01-00325

Project: 005 Provider Requested Enhancement

Date: 11/18/2008

Time: 1:55 PM

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Version 2009B0100325

Number 005

Description Provider Requested Enhancement

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
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2. Position Class and Title: Class No. 4,035 Position Title Business Analyst I

3. Salary range 3,388 to 5,646

4. Budgeted starting salary 4,037

5. Funding source percentages

General Fund .5	Federal Fund .5	Special Fund 0
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6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	129,476	129,476	258,952	129,476	129,476	258,952
Operating expenses	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0
Total	129,476	129,476	258,952	129,476	129,476	258,952
General fund	64,738	64,738	129,476	64,738	64,738	129,476
Federal funds	64,738	64,738	129,476	64,738	64,738	129,476
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Due to the interaction of the position with other staff this position would need to be located at the site.

Telecommute – Agency Submitted

405 INDUSTRIAL COMMISSION

Version: 2009-B-01-00405

Project: 1 Subsurface Geologist

Date: 11/3/2008

Time: 11:29 AM

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Version 2009B0100405

Number 1

Description Subsurface Geologist

1. Number of full-time equivalent (FTE) positions included in analysis

Base

Options

Number that are new positions

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title: Class No. 2,083 Position Title Geologist III

3. Salary range 3,748 to 6,246

4. Budgeted starting salary 4,997

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

0

156,488

156,488

0

156,488

156,488

Operating expenses

2,000

17,908

19,908

58,267

21,674

79,941

Capital improvements

0

0

0

20,350

0

20,350

Total

2,000

174,396

176,396

78,617

178,162

256,779

General fund

2,000

174,396

176,396

78,617

178,162

256,779

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Geological Survey

The geologist III in the subsurface program will undertake oil & gas and other mineral evaluations of the Williston Basin and respond to questions from industry as well as the citizens of North Dakota. This position requires log analysis (25%), core and sample descriptions and interpretations (25%), report writing (25%), response to enquiries from industry and the general public (20%) microscopic analysis (5%). It would not be cost effective to locate the position outside of Bismarck because this person will work very closely with the current Geological Survey subsurface

Telecommute – Agency Submitted**405 INDUSTRIAL COMMISSION****Version: 2009-B-01-00405****Project: 1 Subsurface Geologist**

Date: 11/3/2008

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geologist that is located in Bismarck as well as the Oil and Gas Division petroleum resource analyst that is also in the Bismarck. To locate this person outside of the central office would require purchase of an additional microscope, various laboratory equipment, a 35 mm slide and flatbed scanner, high speed internet access, large format printer/plotter, and oil and gas research books.

Telecommute – Agency Submitted

405 INDUSTRIAL COMMISSION

Version: 2009-B-01-00405

Project: 2 Mineral Geologist

Date: 11/3/2008

Time: 11:29 AM

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Number 2

Description Mineral Geologist

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Base

0

0

0

0

Options

1

0

0

0

Total

0

1

2. Position Class and Title:

Class No. 2,083

Position Title Geologist III

3. Salary range 3,748

to 6,246

4. Budgeted starting salary 4,997

5. Funding source percentages

General Fund 0

Federal Fund 0

Special Fund 1

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

0

156,488

156,488

0

156,488

156,488

Operating expenses

2,000

22,908

24,908

58,267

21,674

79,941

Capital improvements

0

0

0

20,350

0

20,350

Total

2,000

179,396

181,396

78,617

178,162

256,779

General fund

0

0

0

0

0

0

Federal funds

0

0

0

0

0

0

Special funds

2,000

179,396

181,396

78,617

178,162

256,779

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Geological Survey

The geologist III in the mineral program will potentially oversee solution mining of potash in northwestern North Dakota and/or the solution mining of uranium in southwestern North Dakota. If either of these two types of mining occurs, they will be large-scale operations. The potash position requires interpretation of geophysical, hydrogeological, and geochemical data (50%), report writing (20%), field inspections (10%), response to enquiries from industry and the general public (10%). It would be most cost effective to initially locate the position in Bismarck for potash regulation because the majority of that person's time will be spent in the Bismarck office interacting with other geologists. Overseeing uranium in

Telecommute – Agency Submitted**405 INDUSTRIAL COMMISSION****Version: 2009-B-01-00405****Project: 2 Mineral Geologist**

Date: 11/3/2008

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situ leach mining would initially be located in the Bismarck office during the permit review period (approximately two years). The position would then be located as near the mine site(s) as practical because oversight of a uranium operation requires a substantial amount of time (30 - 50%) be spent at the mine site. To locate this position outside of the central office would require purchase of an additional microscope, various laboratory equipment, a 35 mm slide and flatbed scanner, high speed internet access, large format printer/plotter, and mineral research books.

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405 INDUSTRIAL COMMISSION

Version: 2009-B-01-00405

Project: 3 Engineering Tech IV

Date: 11/3/2008

Time: 11:29 AM

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Version 2009B0100405

Number 3

Description Engineering Tech IV

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Base

Options

0

3

0

0

0

0

0

0

Total

0

3

2. Position Class and Title:

Class No. 2,004

Position Title Engineering Tech IV

3. Salary range 2,588

to 4,314

4. Budgeted starting salary 3,020

5. Funding source percentages

General Fund .6666

Federal Fund 0

Special Fund .3333

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

0

302,286

302,286

0

302,286

302,286

Operating expenses

12,000

6,699

18,699

36,000

28,500

64,500

Capital improvements

0

0

0

30,000

0

30,000

Total

12,000

308,985

320,985

66,000

330,786

396,786

General fund

8,000

205,990

213,990

44,000

220,524

264,524

Federal funds

0

0

0

0

0

0

Special funds

4,000

102,995

106,995

22,000

110,262

132,262

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Description

This individual will be responsible for performing standardized and advanced technical methods and procedures in the completion of certain projects. Responsibilities may include performing preparing a variety of maps, plans, and similar drawings; recording and tabulating information for engineering projects; assists in completing final project records; documents tests and inspections; and preparing field office records. May also supervise lower level technicians assigned to drafting or data collection projects. Other related

Telecommute – Agency Submitted

405 INDUSTRIAL COMMISSION

Version: 2009-B-01-00405

Project: 3 Engineering Tech IV

Date: 11/3/2008

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engineering duties may also be assigned.

Specific Tasks

60% of time will be spent on confirmation of submittal and proper filing of well logs, DST reports, and geologic reports, picking appropriate formation tops from open-hole logs, and evaluating all cement tops to ensure compliance with rules and regulations;

20% of time will be spent on checking to assure files are complete with required geological information, including both well files and log files;

10% of time will be spent reviewing geological data submitted by industry in support of unitization; and

10% of time will be spent answering inquiries from the public or industry representatives relating to oil and gas activities and/or rules and regulations concerning the conservation of crude oil and natural gas in North Dakota.

Benefits of locating the position outside of a central office setting

The Oil and Gas Division would not benefit financially from locating this position outside of our main office. Most of the job duties will involve processing paperwork, reports and logs received from industry and the utilization of equipment currently available only in our Bismarck office, therefore, we can not justify locating this individual outside of our central office setting.

Additional assets necessary for locating the position outside of a central office setting

Duplicate items and services would have to be provided to locate the position outside of our main office. This would result in an additional start-up cost of \$15,000 to cover costs of a printer (plus supplies), digitizing software license and a high-speed internet connection. Additional recurring costs of \$6,300 would also be experienced.

Telecommute – Agency Submitted

405 INDUSTRIAL COMMISSION

Version: 2009-B-01-00405

Project: 4 Petroleum Engineer I

Date: 11/3/2008

Time: 11:29 AM

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Version 2009B0100405

Number 4

Description Petroleum Engineer I

1. Number of full-time equivalent (FTE) positions included in analysis

Base

Options

Number that are new positions

0

3

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

3

2. Position Class and Title: Class No. 2,091 Position Title Petroleum Engineer I

3. Salary range 2,588 to 4,314

4. Budgeted starting salary 3,451

5. Funding source percentages

General Fund .6666

Federal Fund 0

Special Fund .3333

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	339,162	339,162	0	339,162	339,162
Operating expenses	0	121,863	121,863	24,300	122,667	146,967
Capital improvements	0	0	0	0	0	0
Total	0	461,025	461,025	24,300	461,829	486,129
General fund	0	307,350	307,350	16,200	307,886	324,086
Federal funds	0	0	0	0	0	0
Special funds	0	153,675	153,675	8,100	153,943	162,043

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Description

Work involves the inspection and regulation of oil and gas extraction activities within the scope of responsibilities and authority assigned under Title 38, NDCC to the Director, Oil and Gas Division of the North Dakota Industrial Commission. Will perform inspections and related duties of a routine nature or may assist in complex situations under the close supervision of a higher-level staff member. Alternatively, this level may be used in a training capacity for individuals with less experience.

Telecommute – Agency Submitted

405 INDUSTRIAL COMMISSION

Version: 2009-B-01-00405

Project: 4 Petroleum Engineer I

Date: 11/3/2008

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Specific Tasks

40% of time will be spent conducting inspections required to determine if production operations are in compliance with current applicable laws, regulations, and policies of the Industrial Commission;

25% of time will be spent conducting inspection of drilling rigs to secure geologic and engineering information and/or serve as a witness during the performance of various required tests;

25% of time will be spent contacting violators of oil and gas conservation laws and Industrial Commission orders to ensure appropriate corrective actions are taken, report operators who refuse to correct violations, and testify at Industrial Commission hearings regarding violations; and

10% of time will be spent as the principle information source and mediator for landowners, oil and gas operators, and Oil and Gas Division management.

Benefits of locating the position outside of a central office setting

The Oil and Gas Division would not benefit financially from locating this position outside of our field offices located in Dickinson, Minot and Williston. Job duties involve utilization of equipment currently available in our field offices which would require duplicate items and services if this individual was located outside of our field office setting.

Additional assets necessary for locating the position outside of a central office setting

Duplicate items and services would have to be provided to locate the position outside of our offices. This would result in an additional start-up cost of \$ 8,100 to cover costs of a printer (plus supplies) and a high-speed internet connection. Additional recurring costs of \$ 100 would also be experienced.

Telecommute – Agency Submitted

405 INDUSTRIAL COMMISSION

Version: 2009-B-01-00405

Project: 5 Administrative Assistant II

Date: 11/3/2008

Time: 11:29 AM

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Version 2009B0100405

Number 5

Description Administrative Assistant II

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 42

Position Title Admin. Assistant II

3. Salary range 1,923

to 3,205

4. Budgeted starting salary 2,020

5. Funding source percentages

General Fund 0

Federal Fund 0

Special Fund 1

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

		Central Office Setting				Telecommute Setting		
		Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	0		44,360	44,360	0		44,360	44,360
Operating expenses	0		0	0	0		0	0
Capital improvements	0		0	0	0		0	0
Total	0		44,360	44,360	0		44,360	44,360
General fund	0		0	0	0		0	0
Federal funds	0		0	0	0		0	0
Special funds	0		44,360	44,360	0		44,360	44,360

10. Is this position(s) requested as a telecommuting position?

Yes

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This part-time position will assist with the operations of the Industrial Commission Administrative Office. This position will fill in when the full-time Administrative Officer is unable to be in the office. The remainder of this position's time can be handled at a remote location. This is a 50% position. Tasks will include:

50% - reviewing of applications and reports received for two of the three research programs overseen by the Industrial Commission. Assist in the drafting of contracts and summaries of reports as needed.

Telecommute – Agency Submitted

405 INDUSTRIAL COMMISSION

Version: 2009-B-01-00405

Project: 5 **Administrative Assistant II**

Date: 11/3/2008

Time: 11:29 AM

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20% - maintaining and updating financial records on the various research projects that are overseen by this office.

20% - drafting of minutes from Council and Commission meetings as needed.

10% - general office duties

This position does not require the individual to be in the Capitol office—with internet connections should be able to do a good deal of the work from a home office. However, this position will be needed at a minimum of 1 day a week in the Capitol office to fill in for other staff that is out of the office. It is anticipated that with a lap top computer and an internet connection these tasks could be completed at either the Capitol office or a home office.

Telecommute – Agency Submitted

406 OFFICE OF THE LABOR COMMISSIONER

Version: 2009-B-01-00406

Project: 1 New Compliance Investigator FTE

Date: 9/10/2008

Time: 1:44 PM

Page 5 of 9

Version 2009B0100406

Number 1

Description New Compliance Investigator FTE

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
-------	---	---

2. Position Class and Title: Class No. 5,038 Position Title Compliance Invest. II

3. Salary range 2,818 to 4,696

4. Budgeted starting salary 3,000

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
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6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party n/a	Amount 0	In-kind 0
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9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	100,414	100,414	0	100,414	100,414
Operating expenses	1,000	2,100	3,100	2,000	39,000	41,000
Capital improvements	0	0	0	0	0	0
Total	1,000	102,514	103,514	2,000	139,414	141,414
General fund	1,000	102,514	103,514	2,000	139,414	141,414
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Staff in the ND Department of Labor's Compliance Investigator II positions are responsible for enforcement of human rights laws and wage and hour laws through investigation and mediation of complaints. In addition, they participate in weekly investigator meetings to review and discuss case findings and analysis.

The main job duties and approximate % of time spent in each area are:

Wage & Hour and Human Rights Casework – 85%

Participation in Investigator Meetings – 7%

Responding to Public Inquiry – 7%

Public Education – 1%

One possible benefit of locating the position in a non-central office setting could be increased access to in-person service for citizens located in and around the telecommuting office. However, a non-central location does present logistical and other challenges that are believed to outweigh the potential benefit noted above.

The additional assets required to locate the position outside of a central office setting include the need to rent office space, travel to and from the central office, and increased postage costs.

Telecommute – Agency Submitted

408 PUBLIC SERVICE COMMISSION

Version: 2009-B-01-00408

Project: 1 Admin Assitant support PUD grade 6

Date: 9/10/2008

Time: 1:49 PM

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Version 2009B0100408

Number 1

Description Admin Assitant support PUD grade 6

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
-------	---	---

2. Position Class and Title: Class No. 41 Position Title Administrative Assitant 1

3. Salary range 1,734 to 2,890

4. Budgeted starting salary 2,312

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
----------------	----------------	----------------

6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party none	Amount 0	In-kind 0
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9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	80,920	80,920	161,840	80,920	80,920	161,840
Operating expenses	10,000	3,720	13,720	5,000	5,000	10,000
Capital improvements	0	0	0	0	0	0
Total	90,920	84,640	175,560	85,920	85,920	171,840
General fund	90,920	84,640	175,560	85,920	85,920	171,840
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This is a support position that cannot telecommute because the intent of the position is to provide copying, filing, mailing, etc. support for administrative assistants and professional staff.

Telecommute – Agency Submitted

408 PUBLIC SERVICE COMMISSION

Version: 2009-B-01-00408

Project: 2 Environ Civil Engineer III PUD

Date: 9/10/2008

Time: 1:49 PM

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Version 2009B0100408

Number 2

Description Environ Civil Engineer III PUD

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
-------	---	---

2. Position Class and Title: Class No. 2,043 Position Title Environmental Eng III

3. Salary range 3,388 to 5,646

4. Budgeted starting salary 4,517

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium? yes (Yes/No)

7. Is space currently available to house the position or positions at the central office? yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	none	Amount	0	In-kind	0
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9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	142,928	142,928	285,856	142,928	142,928	285,856
Operating expenses	10,000	3,720	13,720	5,000	5,000	10,000
Capital improvements	0	0	0	0	0	0
Total	152,928	146,648	299,576	147,928	147,928	295,856
General fund	152,928	146,648	299,576	147,928	147,928	295,856
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position? no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The position requires a high degree of expertise and education. The commission expects its workload to increase over the next several years and needs to hire experienced and skilled workers to complete its task.

The two public utility divisions are so small that one large project can consume most of their time and leave little time for substantive evaluations of other work projects. If this continues, time delays and errors will occur more frequently. The

Telecommute – Agency Submitted

Date: 9/10/2008

408 PUBLIC SERVICE COMMISSION

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Project: 2 Environ Civil Engineer III PUD

energy sector is critical to the sustained growth of our economy and adding this position will facilitate its development and is immaterial to the billions being invested in our state through such facilities.

Telecommute – Agency Submitted

408 PUBLIC SERVICE COMMISSION

Version: 2009-B-01-00408

Project: 3 Public Utility Analyst PUD

Date: 9/10/2008

Time: 1:49 PM

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Version 2009B0100408

Number 3

Description Public Utility Analyst PUD

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
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2. Position Class and Title:	Class No. 5,332	Position Title Public utility anaylst II
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3. Salary range 3,748	to 6,246
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4. Budgeted starting salary 6,246

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
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6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party none	Amount 0	In-kind 0
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9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	191,384	191,384	382,768	191,384	191,384	382,768
Operating expenses	10,000	3,720	13,720	5,000	5,000	10,000
Capital improvements	0	0	0	0	0	0
Total	201,384	195,104	396,488	196,384	196,384	392,768
General fund	201,384	195,104	396,488	196,384	196,394	392,778
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The position requires a high degree of expertise and education. The commission expects its workload to increase over the next several years and needs to hire experienced and skilled workers to complete its task.

The two public utility divisions are so small that one large project can consume most of their time and leave little time for substantive evaluations of other work projects. If this continues, time delays and errors will occur more frequently. The

Telecommute – Agency Submitted

Date: 9/10/2008

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Project: 3 Public Utility Analyst PUD

energy sector is critical to the sustained growth of our economy and adding this position will facilitate its development and is immaterial to the billions being invested in our state through such facilities.

Telecommute – Agency Submitted

408 PUBLIC SERVICE COMMISSION

Version: 2009-B-01-00408

Project: 4 Environmental Scientist III Reclamation programs

Date: 9/10/2008

Time: 1:49 PM

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Version 2009B0100408

Number 4

Description Environmental Scientist III Reclamation programs

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
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2. Position Class and Title: Class No. 5,273 Position Title Environ Scientist III

3. Salary range 3,082 to 5,136

4. Budgeted starting salary 4,273

5. Funding source percentages

General Fund .36 Federal Fund .64 Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	none	Amount	0	In-kind	0
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9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	68,045	136,090	204,135	68,045	136,090	204,135
Operating expenses	30,000	3,720	33,720	5,000	5,000	10,000
Capital improvements	0	0	0	0	0	0
Total	98,045	139,810	237,855	73,045	141,090	214,135
General fund	35,297	50,332	85,629	26,296	50,792	77,088
Federal funds	62,748	89,478	152,226	46,749	90,298	137,047
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

An additional Environmental Scientist III position is being requested in the Reclamation Division (starting the second year of the 2009-11 biennium) due to an increase in the workload for regulating surface coal mining and reclamation operations. Much of the added work will be associated with two new lignite mines, reviewing and evaluating data in final bond release applications, and the possible surface mining of uranium enriched lignite seams. It is expected the person occupying the position will spend about 50% of the time carrying out reviews of permit and revision applications, about 25% of the time conducting mine site compliance inspections, and the

Telecommute – Agency Submitted

408 PUBLIC SERVICE COMMISSION

Version: 2009-B-01-00408

Project: 4 Environmental Scientist III Reclamation programs

Date: 9/10/2008

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remaining 25% of the time reviewing and evaluating bond release applications. At this time we plan to hire a well qualified person with a botany, range management, agronomy or closely related background.

It is not feasible to have the new Environmental Scientist III position telecommute since this person will need regular access to many of the mining permits and other paper files in the Commission's offices. Nearly all permits issued before 2000 remain in a paper format and the materials for each permit fill multiple (up to 40) three-ring binders and include folded maps, drawings and diagrams that are not be easily copied. Also, the almost daily interaction with other staff having different technical disciplines is very important for training and the effective implementation of this program.

Telecommute – Agency Submitted

413 DEPT OF FINANCIAL INST

Version: 2009-B-01-00413

Project: 1 Financial Examiner

Date: 9/10/2008

Time: 1:55 PM

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Version 2009B0100413

Number 1

Description Financial Examiner

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	1	0
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	1	0
-------	---	---

2. Position Class and Title: Class No. 10 Position Title Financial Examiner I

3. Salary range 31,056 to 51,768

4. Budgeted starting salary 39,720

5. Funding source percentages

General Fund	0	Federal Fund	0	Special Fund	1
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6. Will the position or positions continue past the current biennium? Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office? Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	N/A	Amount	In-kind	0
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9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	39,720	210	39,930	39,720	210	39,930
Operating expenses	17,679	0	17,679	9,305	0	9,305
Capital improvements	0	0	0	0	0	0
Total	57,399	210	57,609	49,025	210	49,235
General fund	0	0	0	0	0	0
Federal funds	0	0	0	0	0	0
Special funds	57,399	210	57,609	49,025	210	49,235

10. Is this position(s) requested as a telecommuting position? No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The Banking Division of the Department is currently examining 10.8 billion total assets as of June 30, 2008, this is compared to 7.9 billion total assets as of June 30, 2005. This represents a 36.7% increase in assets under the Banking Division responsibility to supervise. The amount of assets examined has increased primarily due to increase in the size of North Dakota banks. With the increase in assets size the examiners are focusing on larger riskier loans, leaving many loans outside of the examination process. Regulations have increased, the composition of the bank's balance sheet has become more complex and most recently, the increased attention to the Bank Secrecy Act and the United and Strengthening America by

Telecommute – Agency Submitted

Date: 9/10/2008

413 DEPT OF FINANCIAL INST

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Project: 1 Financial Examiner

Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (US PATRIOT Act of 2001) this has placed additional demand on the bank examination staff. Early supervisory intervention has shown to be an effective tool in preventing or minimizing unsafe and unsound financial conditions from occurring at state chartered banks and assisting state banks in the recovery of identified problems. In order to make this a fully functional office the Department would like to increase the examination staff by one position. This would give balance to the examining regions and reduce travel for our staff in Bismarck.

Telecommute – Agency Submitted

413 DEPT OF FINANCIAL INST

Version: 2009-B-01-00413

Project: 2 Financial Exam/ Invest I

Date: 9/10/2008

Time: 1:55 PM

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Version 2009B0100413

Number 2

Description Financial Exam/ Invest I

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	1	0
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total 1 0

2. Position Class and Title: Class No. 10 Position Title Financial Exam/ Invest I

3. Salary range 31,056 to 51,768

4. Budgeted starting salary 39,720

5. Funding source percentages

General Fund 0 Federal Fund 0 Special Fund 1

6. Will the position or positions continue past the current biennium? yes (Yes/No)

7. Is space currently available to house the position or positions at the central office? yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party N/A Amount 0 In-kind 0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	39,720	210	39,930	39,720	210	39,930
Operating expenses	9,305	0	9,305	9,305	0	9,305
Capital improvements	0	0	0	0	0	0
Total	49,025	210	49,235	49,025	210	49,235
General fund	0	0	0	0	0	0
Federal funds	0	0	0	0	0	0
Special funds	49,025	2,100	51,125	49,025	2,100	51,125

10. Is this position(s) requested as a telecommuting position? No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The number of licenses issued to Money Brokers, Collection Agencies, and Consumer Finance Companies, Deferred Presentment Service Providers (payday lenders), and Money Transmitters continues to increase on an annual basis. The Department of Financial Institutions has three consumer investigators, and one office staff to supervise and examine 419 collection agencies, 356 money brokers, 22 money transmitter companies, 35 consumer finance companies, and 82 deferred presentment service providers. Staff has revised procedures to continue to provide licenses to agencies in the most efficient manner. The Department has automated the Department records to greatly enhance the licensing process, as the number of new

Telecommute – Agency Submitted

413 DEPT OF FINANCIAL INST

Version: 2009-B-01-00413

Project: 2 Financial Exam/ Invest I

Date: 9/10/2008

Time: 1:55 PM

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licenses issued continues to grow.

Utilize off-site examination procedures to reduce on site examination time. Off-site exam procedures are less disruptive to the financial institutions, reduce Department travel expenses, offer more productive examiner time, and improve morale.

Continue to conduct examinations and investigations of financial institutions for compliance with laws relating to money brokers, collection agencies, consumer finance companies, and deferred presentment service providers (payday lenders). Conduct investigations of complaints and alleged violations of laws, rules, and regulations. Analyze and accept filings for registration, renewal, or amendments, and recommend denials and/or other enforcement actions. Have the ability to conduct all consumer examinations in a timely fashion.

Telecommute – Agency Submitted

473 ND HOUSING FINANCE AGENCY

Version: 2009-B-01-00473

Project: 55, 57, 61 Housing Program Administrator II

Date: 9/10/2008

Time: 2:05 PM

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Version 2009B0100473

Number 55, 57, 61

Description Housing Program Administrator II

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

2

0

Number that are proposed to be relocated

1

0

Number that are proposed to be assigned to a new program

0

0

0

0

Total

3

0

2. Position Class and Title:

Class No. 592

Position Title Hous. Prog Admin II

3. Salary range 3,082

to 5,136

4. Budgeted starting salary 4,487

5. Funding source percentages

General Fund 0

Federal Fund 0

Special Fund 1

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

0

4,487

4,487

0

4,487

4,487

Operating expenses

0

0

0

0

0

0

Capital improvements

0

0

0

0

0

0

Total

0

4,487

4,487

0

4,487

4,487

General fund

0

0

0

0

0

0

Federal funds

0

0

0

0

0

0

Special funds

0

4,487

4,487

0

4,487

4,487

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Statewide Housing Planning and Development Coordinator 100%

Position location in Bismarck office necessary to interact with clients, management, and staff.

Telecommute – Agency Submitted

473 ND HOUSING FINANCE AGENCY

Version: 2009-B-01-00473

Project: 58 Housing Program Representative

Date: 9/10/2008

Time: 2:05 PM

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Version 2009B0100473

Number 58

Description Housing Program Representative

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	1	0
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	1	0
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2. Position Class and Title: Class No. 581 Position Title Hous Prog Rep

3. Salary range 2,384 to 3,974

4. Budgeted starting salary 3,471

5. Funding source percentages

General Fund 0	Federal Fund 0	Special Fund 1
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6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

		Central Office Setting				Telecommute Setting		
		Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	0		3,471	3,471	0		3,471	3,471
Operating expenses	0		0	0	0		0	0
Capital improvements	0		0	0	0		0	0
Total	0		3,471	3,471	0		3,471	3,471
General fund	0		0	0	0		0	0
Federal funds	0		0	0	0		0	0
Special funds	0		3,471	3,471	0		3,471	3,471

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

HUD Multifamily Project Management Oversight 100%

Position location in Bismarck office necessary to interact with clients, management, and staff.

Telecommute – Agency Submitted

473 ND HOUSING FINANCE AGENCY

Version: 2009-B-01-00473

Project: 59 Housing Program Specialist I

Date: 9/10/2008

Time: 2:05 PM

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Version 2009B0100473

Number 59

Description Housing Program Specialist I

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

1

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

1

0

2. Position Class and Title:

Class No. 217

Position Title Housing Prog Spec I

3. Salary range 2,147

to 3,579

4. Budgeted starting salary 3,127

5. Funding source percentages

General Fund 0

Federal Fund 0

Special Fund 1

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages 0

3,127

3,127

0

3,127

3,127

Operating expenses 0

0

0

0

0

0

Capital improvements 0

0

0

0

0

0

Total 0

3,127

3,127

0

3,127

3,127

General fund 0

0

0

0

0

0

Federal funds 0

0

0

0

0

0

Special funds 0

3,127

3,127

0

3,127

3,127

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Real Estate Loan Servicing 100%

Position location in Bismarck office necessary to interact with clients, management, and staff.

Telecommute – Agency Submitted

473 ND HOUSING FINANCE AGENCY

Version: 2009-B-01-00473

Project: 60 Accountant / Budget Specialist III

Date: 9/10/2008

Time: 2:05 PM

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Version 2009B0100473

Number 60

Description Accountant / Budget Specialist III

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	1	0
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	1	0
-------	---	---

2. Position Class and Title: Class No. 223 Position Title Acct / Bud Spec III

3. Salary range 3,082 to 5,136

4. Budgeted starting salary 4,487

5. Funding source percentages

General Fund 0	Federal Fund 0	Special Fund 1
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6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

Central Office Setting				Telecommute Setting			
	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	0	4,487	4,487	0	0	4,487	4,487
Operating expenses	0	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	0	4,487	4,487	0	0	4,487	4,487
General fund	0	0	0	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	4,487	4,487	0	0	4,487	4,487

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Bond Accounting 100%

Position location in Bismarck office necessary to interact with clients, management, and staff.

Telecommute – Agency Submitted

473 ND HOUSING FINANCE AGENCY

Version: 2009-B-01-00473

Project: 62 Housing Program Specialist II

Date: 9/10/2008

Time: 2:05 PM

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Version 2009B0100473

Number 62

Description Housing Program Specialist II

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Base

Options

1

0

0

0

0

0

0

0

Total

1

0

2. Position Class and Title:

Class No. 218

Position Title Hous Prog Spec II

3. Salary range 2,384

to 3,974

4. Budgeted starting salary 3,471

5. Funding source percentages

General Fund 0

Federal Fund 0

Special Fund 1

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

0

3,471

3,471

0

3,471

3,471

Operating expenses

0

0

0

0

0

0

Capital improvements

0

0

0

0

0

0

Total

0

3,471

3,471

0

3,471

3,471

General fund

0

0

0

0

0

0

Federal funds

0

0

0

0

0

0

Special funds

0

3,471

3,471

0

3,471

3,471

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Real Estate Loan Servicing 100%

Position location in Bismarck office necessary to interact with clients, management, and staff.

Telecommute – Agency Submitted

504 HIGHWAY PATROL

Version: 2009-B-01-00504

Project: 1 Highway Patrol Trooper

Date: 9/10/2008

Time: 2:11 PM

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Version 2009B0100504

Number 1

Description Highway Patrol Trooper

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	12
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	12
-------	---	----

2. Position Class and Title: Class No. 5,705 Position Title Highway Patrol Officer 1

3. Salary range 3,357 to 4,405

4. Budgeted starting salary 3,357

5. Funding source percentages

General Fund .87 Federal Fund 0 Special Fund .13

6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

N/A (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount 0	In-kind 0
---------------	----------	-----------

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	60,416	1,389,568	1,449,984	60,416	1,389,568	1,449,984
Operating expenses	37,584	864,432	902,016	37,584	864,432	902,016
Capital improvements	0	0	0	0	0	0
Total	98,000	2,254,000	2,352,000	98,000	2,254,000	2,352,000
General fund	85,000	1,961,000	2,046,000	85,000	1,961,000	2,046,000
Federal funds	0	0	0	0	0	0
Special funds	13,000	293,000	306,000	13,000	293,000	306,000

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Synopsis of duties for troopers assigned to traffic positions:

Patrol Enforcement - 60%

Commercial Motor Carrier Enforcement - 15%

Crash Investigation - 10%

Traffic Safety Education - 6%

Case Preparation and Traffic Court - 6%

Report Writing - 3%

Telecommute – Agency Submitted

504 HIGHWAY PATROL

Version: 2009-B-01-00504

Project: 1 Highway Patrol Trooper

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Duties for troopers assigned to Capitol Security:

- Security for Supreme Court while in session
- Security and protection of the Governor and other officials as assigned
- Security and protection of both houses of the Legislative Assembly while in session
- Provide training on security at the Capitol to new state employees
- Enforcement and investigation of criminal and traffic laws
- Respond and investigate traffic crashes and other emergencies on Capitol grounds

Each trooper is assigned a patrol vehicle for daily work. Office time is minimal and would be worked out of existing office space at no additional costs. A telecommute consideration for these positions is not feasible due to the nature of the duties.

Telecommute – Agency Submitted

504 HIGHWAY PATROL

Version: 2009-B-01-00504

Project: 2 Mtr Carrier Permits Technician

Date: 9/10/2008

Time: 2:11 PM

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Version 2009B0100504

Number 2

Description Mtr Carrier Permits Technician

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	2
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	2
-------	---	---

2. Position Class and Title: Class No. 5,701 Position Title Mtr Carrier Permits Tech

3. Salary range 2,233 to 2,750

4. Budgeted starting salary 2,368

5. Funding source percentages

General Fund .87 Federal Fund 0 Special Fund .13

6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	6,892	158,516	165,408	6,892	158,516	165,408
Operating expenses	500	1,500	2,000	500	1,500	2,000
Capital improvements	0	0	0	0	0	0
Total	7,392	160,016	167,408	7,392	160,016	167,408
General fund	6,431	139,214	145,645	6,431	139,214	145,645
Federal funds	0	0	0	0	0	0
Special funds	961	20,802	21,763	961	20,802	21,763

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Duties of Permits Technician:

Issue permits for movement of oversize/overweight loads - 70%

Advise/assist trucking industry on size and weight rules/regulations - 20%

Recordkeeping/accounting and other administrative duties - 10%

An assignment outside of the Bismarck/Mandan area could be a consideration if the request was from a current experienced employee. For a new employee it is necessary that this assignment is at the central office. Regular interaction with a supervisor and experienced employees is necessary to adequately acquire the

Telecommute – Agency Submitted

504 HIGHWAY PATROL

Version: 2009-B-01-00504

Project: 2 Mtr Carrier Permits Technician

Date: 9/10/2008

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knowledge and skills required for this position. Being located at the central office also contributes to the plan to provide extended office hours in order to more satisfactorily meet the needs of the public.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: AS1-2 AS-Cental Office Plant-Storekeepers

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number AS1-2

Description AS-Cental Office Plant-Storekeepers

1. Number of full-time equivalent (FTE) positions included in analysis

Base

Options

Number that are new positions

0

2

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

2

2. Position Class and Title:

Class No. 631

Position Title Storekeeper I

3. Salary range

1,734

to

2,890

4. Budgeted starting salary

2,038

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Startup

Recurring

Total

Telecommute Setting

Startup

Recurring

Total

Salaries and wages

0

149,292

149,292

0

0

0

Operating expenses

0

6,220

6,220

0

0

0

Capital improvements

0

0

0

0

0

0

Total

0

155,512

155,512

0

0

0

General fund

0

155,512

155,512

0

0

0

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

These positions will be required to work on site at the ND State Penitentiary. These positions will be responsible for assisting with the daily operations of the Central Office Warehouse facility.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: AS11 AS-CO- NDSP- Training Officer

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number AS11

Description AS-CO- NDSP- Training Officer

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
-------	---	---

2. Position Class and Title: Class No. 818 Position Title Training Officer I

3. Salary range 2,588 to 4,314

4. Budgeted starting salary 3,410

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

		Central Office Setting				Telecommute Setting		
		Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	0		113,096	113,096	0		0	0
Operating expenses	0		6,694	6,694	0		0	0
Capital improvements	0		0	0	0		0	0
Total	0		119,790	119,790	0		0	0
General fund	0		119,790	119,790	0		0	0
Federal funds	0		0	0	0		0	0
Special funds	0		0	0	0		0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will be required to work on site at the ND State Penitentiary. This position will be responsible for assisting with training staff at NDSP.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: AS13 AS-CO- JRCC- Training Officer

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number AS13

Description AS-CO- JRCC- Training Officer

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 818

Position Title Training Officer I

3. Salary range 2,588

to 4,314

4. Budgeted starting salary 3,410

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

		Central Office Setting				Telecommute Setting		
		Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	0		113,096	113,096	0		0	0
Operating expenses	0		6,694	6,694	0		0	0
Capital improvements	0		0	0	0		0	0
Total	0		119,790	119,790	0		0	0
General fund	0		119,790	119,790	0		0	0
Federal funds	0		0	0	0		0	0
Special funds	0		0	0	0		0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will be required to work on site at the James River Correctional Center. This position will be responsible for assisting with training the staff at JRCC.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: AS16 AS-CO- P & P Training Officer II

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number AS16

Description AS-CO- P & P Training Officer II

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 819

Position Title Training Officer II

3. Salary range 3,082

to 5,136

4. Budgeted starting salary 4,060

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

		Central Office Setting				Telecommute Setting		
		Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	0		131,312	131,312	0		0	0
Operating expenses	0		6,694	6,694	0		0	0
Capital improvements	0		0	0	0		0	0
Total	0		138,006	138,006	0		0	0
General fund	0		138,006	138,006	0		0	0
Federal funds	0		0	0	0		0	0
Special funds	0		0	0	0		0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will be required to work on site at the ND Department of Corrections. This position will be responsible for training the Parole & Probation staff and any specialized training that may be needed at the DOCR.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: AS18-19 AS-NDSP-Correctional Caseworkers

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number AS18-19

Description AS-NDSP-Correctional Caseworkers

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 5,108

Position Title Correctional Caseworker

3. Salary range 2,588

to 4,314

4. Budgeted starting salary 3,410

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

0

226,192

226,192

0

0

0

Operating expenses

0

6,220

6,220

0

0

0

Capital improvements

0

0

0

0

0

0

Total

0

232,412

232,412

0

0

0

General fund

0

232,412

232,412

0

0

0

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

These positions will be required to work on site at the ND State Penitentiary. These positions will be responsible for the Administrative Segregation Unit Security and Supervision at NDSP

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: AS20-27 AS- JRCC Correctional Officers

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number AS20-27

Description AS- JRCC Correctional Officers

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 5,112

Position Title Correctional Officer II

3. Salary range 2,384

to 3,974

4. Budgeted starting salary 3,141

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

0

844,480

844,480

0

0

0

Operating expenses

0

24,880

24,880

0

0

0

Capital improvements

0

0

0

0

0

0

Total

0

869,360

869,360

0

0

0

General fund

0

869,360

869,360

0

0

0

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

These positions will be required to work on site at the James River Correctional Center. These positions will be responsible for the security of the recreation area and provide additional security by adding one officer for each floor of the living areas at JRCC.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: AS28-30 AS- Parole & Probation PSI Writers

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number AS28-30

Description AS- Parole & Probation PSI Writers

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	3
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total 0 3

2. Position Class and Title: Class No. 5,101 Position Title Parole Officer I

3. Salary range 2,384 to 3,974

4. Budgeted starting salary 3,141

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party Amount In-kind 0

9. Cost Comparison

		Central Office Setting				Telecommute Setting		
		Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	0		316,680	316,680	0	0	0	0
Operating expenses	0		20,082	20,082	0	0	0	0
Capital improvements	0		0	0	0	0	0	0
Total	0		336,762	336,762	0	0	0	0
General fund	0		336,762	336,762	0	0	0	0
Federal funds	0		0	0	0	0	0	0
Special funds	0		0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

These positions will be required to work on site at the DOCR Parole & Probation district offices. These positions will be responsible for writing the Presentence Investigation Reports for the Parole & Probation district offices.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: AS3-4 AS-CO Plant- NDSP Bldg Project CO's

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number AS3-4

Description AS-CO Plant- NDSP Bldg Project CO's

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

2

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

2

2. Position Class and Title:

Class No. 5,112

Position Title Correctional Officer II

3. Salary range 2,384

to 3,974

4. Budgeted starting salary 2,801

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

		Central Office Setting				Telecommute Setting		
		Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	0		192,056	192,056	0		0	0
Operating expenses	0		6,220	6,220	0		0	0
Capital improvements	0		0	0	0		0	0
Total	0		198,276	198,276	0		0	0
General fund	0		198,276	198,276	0		0	0
Federal funds	0		0	0	0		0	0
Special funds	0		0	0	0		0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

These positions will be required to work on site at the ND State Penitentiary. These positions will be responsible for the grounds and building security for the NDSP Bldg Project.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: AS31-33-1 AS- JRCC Correctional Officers

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number AS31-33-1

Description AS- JRCC Correctional Officers

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	3.50
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total 0 3.50

2. Position Class and Title: Class No. 5,112 Position Title Correctional Officer II

3. Salary range 2,384 to 3,974

4. Budgeted starting salary 3,141

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party Amount In-kind 0

9. Cost Comparison

		Central Office Setting				Telecommute Setting		
		Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	0		378,078	378,078	0		0	0
Operating expenses	0		10,885	10,885	0		0	0
Capital improvements	0		0	0	0		0	0
Total	0		388,963	388,963	0		0	0
General fund	0		388,963	388,963	0		0	0
Federal funds	0		0	0	0		0	0
Special funds	0		0	0	0		0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

These positions will be required to work on site at the James River Correctional Center. These positions will be responsible for the security of the tunnel/food services/program space areas at JRCC.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: AS34-35 AS-NDSP AS Correctional Officers

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number AS34-35

Description AS-NDSP AS Correctional Officers

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	2
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	2
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2. Position Class and Title: Class No. 5,112 Position Title Correctional Officer II

3. Salary range 2,384 to 3,974

4. Budgeted starting salary 3,141

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
---------------	--------	---------	---

9. Cost Comparison

		Central Office Setting				Telecommute Setting		
		Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	0		211,120	211,120	0		0	0
Operating expenses	0		6,220	6,220	0		0	0
Capital improvements	0		0	0	0		0	0
Total	0		217,340	217,340	0		0	0
General fund	0		217,340	217,340	0		0	0
Federal funds	0		0	0	0		0	0
Special funds	0		0	0	0		0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

These positions will be required to work on site at the ND State Penitentiary. These positions will be responsible for the security of the expanded second floor of the Administrative Segregation Unit at NDSP

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: AS37-38 AS- Parole & Probation Officers

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number AS37-38

Description AS- Parole & Probation Officers

1. Number of full-time equivalent (FTE) positions included in analysis

Base

Options

Number that are new positions

0

2

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

2

2. Position Class and Title:

Class No. 5,102

Position Title Parole & Prob Officer II

3. Salary range 3,082

to 5,136

4. Budgeted starting salary 4,060

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

		Central Office Setting				Telecommute Setting		
		Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	0		262,624	262,624	0		0	0
Operating expenses	0		40,562	40,562	0		0	0
Capital improvements	0		0	0	0		0	0
Total	0		303,186	303,186	0		0	0
General fund	0		303,186	303,186	0		0	0
Federal funds	0		0	0	0		0	0
Special funds	0		0	0	0		0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

These positions will be required to work on site at the DOCR district Parole & Probation offices. These positions will be responsible for the supervision of offenders who are on parole or probation.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: AS41-45 AS- Education Instructors

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number AS41-45

Description AS- Education Instructors

1. Number of full-time equivalent (FTE) positions included in analysis

Base

Options

Number that are new positions

0

5

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

5

2. Position Class and Title:

Class No. 1,011

Position Title Instructors

3. Salary range 2,588

to 4,314

4. Budgeted starting salary 3,410

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

0

565,480

565,480

0

0

0

Operating expenses

0

36,520

36,520

0

0

0

Capital improvements

0

0

0

0

0

0

Total

0

602,000

602,000

0

0

0

General fund

0

602,000

602,000

0

0

0

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

These positions will be required to work on site at the ND State Penitentiary. These positions will be responsible for providing educational instruction for the inmates at NDSP

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: AS46 AS-Treatment-LAC

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number AS46

Description AS-Treatment-LAC

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 4,133

Position Title Addiction Counselor II

3. Salary range 2,818

to 4,696

4. Budgeted starting salary 3,712

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

		Central Office Setting				Telecommute Setting		
		Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	0		121,560	121,560	0		0	0
Operating expenses	0		6,694	6,694	0		0	0
Capital improvements	0		0	0	0		0	0
Total	0		128,254	128,254	0		0	0
General fund	0		128,254	128,254	0		0	0
Federal funds	0		0	0	0		0	0
Special funds	0		0	0	0		0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will be required to work on site at the ND State Penitentiary. This position will be responsible for addiction counselling treatment for inmates at NDSP.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: AS47 AS-NDSP Property Officer CO II

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number AS47

Description AS-NDSP Property Officer CO II

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 5,112

Position Title Correctional Officer II

3. Salary range 2,384

to 3,974

4. Budgeted starting salary 3,141

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

		Central Office Setting				Telecommute Setting		
		Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	0		105,560	105,560	0		0	0
Operating expenses	0		3,110	3,110	0		0	0
Capital improvements	0		0	0	0		0	0
Total	0		108,670	108,670	0		0	0
General fund	0		108,670	108,670	0		0	0
Federal funds	0		0	0	0		0	0
Special funds	0		0	0	0		0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will be required to work on site at the ND State Penitentiary. This position will be responsible for the Property Office Security at NDSP.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: AS48 AS-JRCC Deputy Warden

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number AS48

Description AS-JRCC Deputy Warden

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 5,119

Position Title Deputy Warden

3. Salary range 3,748

to 6,246

4. Budgeted starting salary 4,938

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

		Central Office Setting				Telecommute Setting		
		Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	0		155,918	155,918	0		0	0
Operating expenses	0		6,694	6,694	0		0	0
Capital improvements	0		0	0	0		0	0
Total	0		162,612	162,612	0		0	0
General fund	0		162,612	162,612	0		0	0
Federal funds	0		0	0	0		0	0
Special funds	0		0	0	0		0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will be required to work on site at the James River Correctional Center. This position will be responsible for assisting the warden with the management of the JRCC facility.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: AS50 AS-JRCC Human Resource Counselor

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number AS50

Description AS-JRCC Human Resource Counselor

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 4,133

Position Title Addiction Counselor II

3. Salary range

2,818

to 4,696

4. Budgeted starting salary

3,712

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

		Central Office Setting				Telecommute Setting		
		Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	0		121,560	121,560	0		0	0
Operating expenses	0		6,694	6,694	0		0	0
Capital improvements	0		0	0	0		0	0
Total	0		128,254	128,254	0		0	0
General fund	0		128,254	128,254	0		0	0
Federal funds	0		0	0	0		0	0
Special funds	0		0	0	0		0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will be required to work on site at the James River Correctional Center. This position will be responsible for providing addiction counselling for sex offenders at JRCC.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: AS51-53 AS- P & P Administrative Assistants

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number AS51-53

Description AS- P & P Administrative Assistants

1. Number of full-time equivalent (FTE) positions included in analysis

Base

Options

Number that are new positions

0

3

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

3

2. Position Class and Title:

Class No. 41

Position Title Admin Assistant I

3. Salary range 1,734

to 2,890

4. Budgeted starting salary 2,284

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages 0 244,620 244,620

0 0 0

Operating expenses 0 20,082 20,082

0 0 0

Capital improvements 0 0 0

0 0 0

Total 0 264,702 264,702

0 0 0

General fund 0 264,702 264,702

0 0 0

Federal funds 0 0 0

0 0 0

Special funds 0 0 0

0 0 0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

These positions will be required to work on site at the DOCR District Parole & Probation Offices. These positions will be responsible for providing administrative support for the Bismarck, Minot, and Fargo P & P district offices.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: AS54 AS-NDSP Food Service Security CO II

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number AS54

Description AS-NDSP Food Service Security CO II

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 5,112

Position Title CO II

3. Salary range 2,384

to 3,974

4. Budgeted starting salary 3,141

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Startup

Recurring

Total

Telecommute Setting

Startup

Recurring

Total

Salaries and wages

0

105,560

105,560

0

0

0

Operating expenses

0

3,110

3,110

0

0

0

Capital improvements

0

0

0

0

0

0

Total

0

108,670

108,670

0

0

0

General fund

0

108,670

108,670

0

0

0

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will be required to work on site at the ND State Penitentiary. This position will be responsible for Food Service Security at NDSP.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: AS55&55-1 AS-JRCC-Security-CO II

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number AS55&55-1

Description AS-JRCC-Security-CO II

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1.50
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1.50
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2. Position Class and Title:	Class No. 5,112	Position Title Correction Officer II
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3. Salary range 2,384	to 3,974
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4. Budgeted starting salary 3,141

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
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6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
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9. Cost Comparison

		Central Office Setting				Telecommute Setting		
		Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	0		166,838	166,838	0		0	0
Operating expenses	0		4,665	4,665	0		0	0
Capital improvements	0		0	0	0		0	0
Total	0		171,503	171,503	0		0	0
General fund	0		171,503	171,503	0		0	0
Federal funds	0		0	0	0		0	0
Special funds	0		0	0	0		0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

These positions will be required to work on site at the James River Correctional Center. These positions will be responsible for the visiting room security at JRCC.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: AS56 AS-Transitional Planning CCA

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number AS56

Description AS-Transitional Planning CCA

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title: Class No. 5,136 Position Title CCA II

3. Salary range 2,384 to 3,974

4. Budgeted starting salary 3,141

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Startup

Recurring

Total

Telecommute Setting

Startup

Recurring

Total

Salaries and wages

0

105,560

105,560

0

0

0

Operating expenses

0

6,694

6,694

0

0

0

Capital improvements

0

0

0

0

0

0

Total

0

112,254

112,254

0

0

0

General fund

0

112,254

112,254

0

0

0

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will be required to work on site at the Department of Corrections Bismarck location. This position will be responsible for the Transitional Planning Transport Coordination.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: AS57 AS-Trans Facilities-MRCC-Food Service Director

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number AS57

Description AS-Trans Facilities-MRCC-Food Service Director

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title: Class No. 7,162 Position Title Food Service Director I

3. Salary range 2,588 to 4,314

4. Budgeted starting salary 3,410

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	113,096	113,096	0	0	0
Operating expenses	0	3,110	3,110	0	0	0
Capital improvements	0	0	0	0	0	0
Total	0	116,206	116,206	0	0	0
General fund	0	116,206	116,206	0	0	0
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will be required to work on site at the Missouri River Correctional Center. This position will be responsible for managing the food services operation at the MRCC.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: AS6 AS-CO Medical-JRCC RN

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number AS6

Description AS-CO Medical-JRCC RN

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 3,062

Position Title Registered Nurse II

3. Salary range

2,818

to 4,696

4. Budgeted starting salary

3,578

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Startup

Recurring

Total

Telecommute Setting

Startup

Recurring

Total

Salaries and wages

0

117,806

117,806

0

0

0

Operating expenses

0

6,694

6,694

0

0

0

Capital improvements

0

0

0

0

0

0

Total

0

124,500

124,500

0

0

0

General fund

0

124,500

124,500

0

0

0

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will be required to work on site at the James River Correctional Center. This position will be responsible for providing medical care for the inmates at JRCC.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: AS7 AS-CO Medical- JRCC Health Care Orderly

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number AS7

Description AS-CO Medical- JRCC Health Care Orderly

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 3,016

Position Title Health Care Orderly II

3. Salary range 1,572

to 2,620

4. Budgeted starting salary 1,996

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	73,468	73,468	0	0	0
Operating expenses	0	6,694	6,694	0	0	0
Capital improvements	0	0	0	0	0	0
Total	0	80,162	80,162	0	0	0
General fund	0	80,162	80,162	0	0	0
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will be required to work on site at the James River Correctional Center. This position will be responsible for providing medical care for the inmates and assisting the medical staff at JRCC.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: AS8 AS-JRCC -CO Medical- Dental Assistant

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number AS8

Description AS-JRCC -CO Medical- Dental Assistant

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	.50
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total 0 .50

2. Position Class and Title: Class No. 3,320 Position Title Dental Assistant

3. Salary range 1,734 to 2,890

4. Budgeted starting salary 550

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	31,870	31,870	0	0	0
Operating expenses	0	3,110	3,110	0	0	0
Capital improvements	0	0	0	0	0	0
Total	0	34,980	34,980	0	0	0
General fund	0	34,980	34,980	0	0	0
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will be required to work on site at the James River Correctional Center. This position will be responsible for assisting the dentist at JRCC.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: AS9-10 AS-CO Admin- Research Analysts

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number AS9-10

Description AS-CO Admin- Research Analysts

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	2
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	2
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2. Position Class and Title:	Class No. 902	Position Title Research Analyst II
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3. Salary range 3,082	to 5,136
-----------------------	----------

4. Budgeted starting salary 4,060

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
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6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
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9. Cost Comparison

	Startup	Central Office Setting		Startup	Telecommute Setting		Total
		Recurring	Total		Recurring	Total	
Salaries and wages	0	262,624	262,624	0	0	0	0
Operating expenses	0	13,388	13,388	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	0	276,012	276,012	0	0	0	0
General fund	0	276,012	276,012	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

These positions will be required to work on site at the ND Department of Corrections. These positions will be responsible for assisting with conducting and reseaching data at the DOCR.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: JS1 YCC Treatment Addiction Counselor II

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number JS1

Description YCC Treatment Addiction Counselor II

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
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2. Position Class and Title:	Class No. 4,133	Position Title	Addiction Counselor II
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3. Salary range	2,818	to	4,696
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4. Budgeted starting salary 3,300

5. Funding source percentages

General Fund	1	Federal Fund	0	Special Fund	0
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6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
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9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	110,014	110,014	0	0	0
Operating expenses	0	7,304	7,304	0	0	0
Capital improvements	0	0	0	0	0	0
Total	0	117,318	117,318	0	0	0
General fund	0	117,318	117,318	0	0	0
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Position will be required to work on the correctional facility campus.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: JS2 YCC Treatment Mental Health Specialist

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number JS2

Description YCC Treatment Mental Health Specialist

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 4,085

Position Title Mental Health Specialist

3. Salary range

3,082

to 5,136

4. Budgeted starting salary

4,017

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

		Central Office Setting				Telecommute Setting		
		Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	0		130,108	130,108	0		0	0
Operating expenses	0		7,304	7,304	0		0	0
Capital improvements	0		0	0	0		0	0
Total	0		137,412	137,412	0		0	0
General fund	0		137,412	137,412	0		0	0
Federal funds	0		0	0	0		0	0
Special funds	0		0	0	0		0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Position will be required to work on the correctional facility campus.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: JS3 YCC JIRS Security Officer I

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number JS3

Description YCC JIRS Security Officer I

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
-------	---	---

2. Position Class and Title:	Class No. 5,531	Position Title Security Officer I
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3. Salary range 1,923	to 3,205
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4. Budgeted starting salary 2,095

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
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6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
---------------	--------	---------	---

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	76,246	76,246	0	0	0
Operating expenses	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0
Total	0	76,246	76,246	0	0	0
General fund	0	76,246	76,246	0	0	0
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Position is required to work on the campus of the correctional facility.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: JS4 JS- Central Office Plant - Painter II

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number JS4

Description JS- Central Office Plant - Painter II

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 8,212

Position Title Painter II

3. Salary range 2,147

to 3,579

4. Budgeted starting salary 2,829

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

0

96,814

96,814

0

0

0

Operating expenses

0

3,110

3,110

0

0

0

Capital improvements

0

0

0

0

0

0

Total

0

99,924

99,924

0

0

0

General fund

0

99,924

99,924

0

0

0

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Position will be required to work on the campus of the correctional facility.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: JS5 JS Central Office Health Care Orderly II

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number JS5

Description JS Central Office Health Care Orderly II

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 3,016

Position Title Health Orderly II

3. Salary range 1,572

to 2,620

4. Budgeted starting salary 2,071

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	75,572	75,572	0	0	0
Operating expenses	0	6,694	6,694	0	0	0
Capital improvements	0	0	0	0	0	0
Total	0	82,266	82,266	0	0	0
General fund	0	82,266	82,266	0	0	0
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Position will be required to work on the correctional facility campus.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: JS6 JS-Central Office-Training Officer I

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number JS6

Description JS-Central Office-Training Officer I

1. Number of full-time equivalent (FTE) positions included in analysis

Base

Options

Number that are new positions

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 818

Position Title Training Officer I

3. Salary range 2,588

to 4,314

4. Budgeted starting salary 3,410

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	113,096	113,096	0	0	0
Operating expenses	0	7,304	7,304	0	0	0
Capital improvements	0	0	0	0	0	0
Total	0	120,400	120,400	0	0	0
General fund	0	120,400	120,400	0	0	0
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position will be required to work on site at the ND Youth Correctional Center. This position will be responsible for training for the Division of Juvenile Services.

Telecommute – Agency Submitted

530 DEPT OF CORRECTIONS AND REHAB

Version: 2009-B-01-00530

Project: JS7 JS- Central Office Training-Admin Assist II

Date: 11/17/2008

Time: 8:58 AM

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Version 2009B0100530

Number JS7

Description JS- Central Office Training-Admin Assist II

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 42

Position Title Admin Assistant II

3. Salary range 1,923

to 3,205

4. Budgeted starting salary 2,071

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

		Central Office Setting				Telecommute Setting		
		Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	0		75,572	75,572	0		0	0
Operating expenses	0		6,694	6,694	0		0	0
Capital improvements	0		0	0	0		0	0
Total	0		82,266	82,266	0		0	0
General fund	0		82,266	82,266	0		0	0
Federal funds	0		0	0	0		0	0
Special funds	0		0	0	0		0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Position is required to work inside the correctional facility.

Telecommute – Agency Submitted

540 ADJUTANT GENERAL

Version: 2009-B-01-00540

Project: 1 Computer and Network Specialist II (Grade 11)

Date: 11/3/2008

Time: 8:22 AM

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Version 2009B0100540

Number 1

Description Computer and Network Specialist II (Grade 11)

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 174

Position Title Computer Network Spec II

3. Salary range 2,818

to 4,696

4. Budgeted starting salary 3,757

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party n/a

Amount 0

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	129,224	0	129,224	129,224	0	129,224
Operating expenses	3,000	2,000	5,000	12,000	8,000	20,000
Capital improvements	0	0	0	0	0	0
Total	132,224	2,000	134,224	141,224	8,000	149,224
General fund	132,224	2,000	134,224	141,224	8,000	149,224
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The purpose for this position is to support the continuous operations of State Radio. It is critical that this FTE be on site to ensure the continual services provided by State Radio. Currently, State Radio is supported by 2 IT positions, of which one is always on call 24 hours a day. Telecommuting would not be an option for this FTE.

Telecommute – Agency Submitted

540 ADJUTANT GENERAL

Version: 2009-B-01-00540

Project: 10 Supervisor Materials Management

Date: 11/3/2008

Time: 8:22 AM

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Version 2009B0100540

Number 10

Description Supervisor Materials Management

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	0
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	1

Total	0	1
-------	---	---

2. Position Class and Title: Class No. 633 Position Title Supervisor Materials Mgmt

3. Salary range 2,147 to 3,579

4. Budgeted starting salary 2,863

5. Funding source percentages

General Fund .25 Federal Fund .75 Special Fund 0

6. Will the position or positions continue past the current biennium? Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office? Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	93,448	0	93,448	93,448	0	93,448
Operating expenses	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0
Total	93,448	0	93,448	93,448	0	93,448
General fund	23,362	0	23,362	23,362	0	23,362
Federal funds	70,086	0	70,086	70,086	0	70,086
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position? No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Request to fund an existing 100% federally funded position with 25% general funds and 75% federal funds. 100% federal funding did not become available for this position. The Supervisor of Materials Management would support facilities at the Air National Guard in Fargo, maintaining inventories and tracking for accuracy and security. The ANG has seen a significant increase in operations tempo since 911. This position requires on-site location, therefore, telecommuting is not an option.

Telecommute – Agency Submitted

540 ADJUTANT GENERAL

Version: 2009-B-01-00540

Project: 11 Custodial Supervisor II

Date: 11/3/2008

Time: 8:22 AM

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Version 2009B0100540

Number 11

Description Custodial Supervisor II

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	0
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	1
Total	0	1

2. Position Class and Title: Class No. 7,015 Position Title Custodial Supervisor II

3. Salary range 1,923 to 3,205

4. Budgeted starting salary 2,564

5. Funding source percentages

General Fund .25 Federal Fund .75 Special Fund 0

6. Will the position or positions continue past the current biennium? Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office? Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	41,845	0	41,845	41,845	0	41,845
Operating expenses	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0
Total	41,845	0	41,845	41,845	0	41,845
General fund	10,461	0	10,461	10,461	0	10,461
Federal funds	31,384	0	31,384	31,384	0	31,384
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position? No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Request to use an existing vacant 100% federal position to fund with 25% general funds and 75% federal funds in support of facilities at Camp Grafton. Previous federal funding did not become available. This request for Custodial Supervisor II will be responsible for over seeing all custodial personnel at the new Regional Training Institute (RTI) 147,400 SF and the new Readiness Center Addition at 47,714 SF. Funding is requested beginning the second year of the 09-11 biennium.

Telecommute – Agency Submitted

540 ADJUTANT GENERAL

Version: 2009-B-01-00540

Project: 12 Physical Plant Director II

Date: 11/3/2008

Time: 8:22 AM

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Version 2009B0100540

Number 12

Description Physical Plant Director II

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	0
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	1
Total	0	1

2. Position Class and Title: Class No. 8,132 Position Title Physical Plant Director I

3. Salary range 3,082 to 5,136

4. Budgeted starting salary 4,109

5. Funding source percentages

General Fund .25 Federal Fund .75 Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	67,059	0	67,059	67,059	0	67,059
Operating expenses	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0
Total	67,059	0	67,059	67,059	0	67,059
General fund	16,765	0	16,765	16,765	0	16,765
Federal funds	50,294	0	50,294	50,294	0	50,294
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Request to use an existing vacant FTE that had 100% federal funding that did not become available. This request to fill as a Physical Plant Director requires 25% general fund and 75% federal funds. This Physical Plant Director II will support the new Regional Training Institute at Camp Grafton. Request is to fill starting with the second year of the biennium.

Telecommute – Agency Submitted

540 ADJUTANT GENERAL

Version: 2009-B-01-00540

Project: 13 Systems Mechanic III

Date: 11/3/2008

Time: 8:22 AM

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Version 2009B0100540

Number 13

Description Systems Mechanic III

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

1

Total

0

1

2. Position Class and Title: Class No. 8,263 Position Title Systems Mechanic III

3. Salary range 2,818 to 4,696

4. Budgeted starting salary 3,757

5. Funding source percentages

General Fund .25

Federal Fund .75

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	61,314	0	61,314	61,314	0	61,314
Operating expenses	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0
Total	61,314	0	61,314	61,314	0	61,314
General fund	15,329	0	15,329	15,329	0	15,329
Federal funds	45,985	0	45,985	45,985	0	45,985
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Request to fill an existing vacant FTE that was funded with 100% federal funding that did not become available. This request is to fill a Systems Mechanic III with 25% general funds and 75% federal funds. This position will support building systems at the new Regional Training Institute (147,400 SF) and the new Readiness Center Addition (47,714 SF) at Camp Grafton. Request is for funding beginning the second year of the 09-11 biennium.

Telecommute – Agency Submitted

540 ADJUTANT GENERAL

Version: 2009-B-01-00540

Project: 14 General Trades Maintenance Worker II

Date: 11/3/2008

Time: 8:22 AM

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Version 2009B0100540

Number 14

Description General Trades Maintenance Worker II

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 8,210

Position Title General Trades Maint II

3. Salary range 2,588

to 4,314

4. Budgeted starting salary 3,451

5. Funding source percentages

General Fund .25

Federal Fund .75

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	103,764	0	103,764	103,764	0	103,764
Operating expenses	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0
Total	103,764	0	103,764	103,764	0	103,764
General fund	25,941	0	25,941	25,941	0	25,941
Federal funds	77,823	0	77,823	77,823	0	77,823
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Request to fill 2 existing FTE positions that are 100% federal where funding had not become available. Request to fill at 25% general and 75% federal funds. The two General Trades Maintenance Workers II will support the new Regional Training Institute (147,400 SF) and the new Readiness Center Addition (47,714 SF) at Camp Grafton. This request is for funding beginning the second year of the 09-11 biennium. Requires on-site location.

Telecommute – Agency Submitted

540 ADJUTANT GENERAL

Version: 2009-B-01-00540

Project: 15 Maintenance Worker II

Date: 11/3/2008

Time: 8:22 AM

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Version 2009B0100540

Number 15

Description Maintenance Worker II

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Base

Options

0

0

0

0

0

0

0

1

Total

0

1

2. Position Class and Title: Class No. 8,202 Position Title Maintenance Worker II

3. Salary range 1,734 to 2,890

4. Budgeted starting salary 2,312

5. Funding source percentages

General Fund .25

Federal Fund .75

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

37,732

0

37,732

37,732

0

37,732

Operating expenses

0

0

0

0

0

0

Capital improvements

0

0

0

0

0

0

Total

37,732

0

37,732

37,732

0

37,732

General fund

9,433

0

9,433

9,433

0

9,433

Federal funds

28,299

0

28,299

28,299

0

28,299

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Request to fill an existing vacant FTE that is 100% federal where funding did not become available. This request is to fill a Maintenance Worker II position with 25% general and 75% federal funding. This position will be responsible for general maintenance for the new Regional Training Institute (147,400 SF) and the Readiness Center Addition (47,714 SF) at Camp Grafton. Request is for funding beginning the second year of the 09-11 biennium. This position requires on site location.

Telecommute – Agency Submitted

540 ADJUTANT GENERAL

Version: 2009-B-01-00540

Project: 16 Custodians

Date: 11/3/2008

Time: 8:22 AM

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Version 2009B0100540

Number 16

Description Custodians

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 7,010

Position Title Custodian

3. Salary range

1,294

to

2,156

4. Budgeted starting salary

1,725

5. Funding source percentages

General Fund .25

Federal Fund .75

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Startup

Recurring

Total

Telecommute Setting

Startup

Recurring

Total

Salaries and wages

56,304

0

56,304

56,304

0

56,304

Operating expenses

0

0

0

0

0

0

Capital improvements

0

0

0

0

0

0

Total

56,304

0

56,304

56,304

0

56,304

General fund

14,076

0

14,076

14,076

0

14,076

Federal funds

42,228

0

42,228

42,228

0

42,228

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Request to fill 2 existing vacant FTE's that were 100% federal where federal funds had not become available. Request to fill two custodian positions using 25% general and 75% federal funds in support of the new Regional Training Institute (147,400 SF) and the new Readiness Center Addition (47,714 SF) at Camp Grafton. Request is for funding beginning the second year of the 09-11 biennium. These positions require on-site location.

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540 ADJUTANT GENERAL

Version: 2009-B-01-00540

Project: 2 Emergency Program Specialist I

Date: 11/3/2008

Time: 8:22 AM

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Version 2009B0100540

Number 2

Description Emergency Program Specialist I

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
-------	---	---

2. Position Class and Title: Class No. 5,047 Position Title Emer Prog Spec I

3. Salary range 3,596 to 5,136

4. Budgeted starting salary 4,109

5. Funding source percentages

General Fund .25	Federal Fund .75	Special Fund 0
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6. Will the position or positions continue past the current biennium? Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office? Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	131,494	0	131,494	131,494	0	131,494
Operating expenses	3,000	1,000	4,000	8,000	8,000	16,000
Capital improvements	0	0	0	0	0	0
Total	134,494	1,000	135,494	139,494	8,000	147,494
General fund	33,624	250	33,874	34,874	2,000	36,874
Federal funds	100,870	750	101,620	104,620	6,000	110,620
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position? No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The purpose of this FTE is to support our emergency/disaster program. Currently our program has only one FTE and several temporary personnel that varies depending on the number of open disasters. This is a program that works hand in hand with FEMA and Homeland Security; it requires the stability of two full time FTE. There are 13 open disasters at this date that represent approximately \$200 million in disaster grants, it is imperative that we have sufficient full time staff to successfully maintain this program.

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540 ADJUTANT GENERAL

Version: 2009-B-01-00540

Project: 3 Public Information Specialist

Date: 11/3/2008

Time: 8:22 AM

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Version 2009B0100540

Number 3

Description Public Information Specialist

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 823

Position Title Public Info Specialist

3. Salary range 2,818

to 4,696

4. Budgeted starting salary 3,757

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

121,630

0

121,630

121,630

0

121,630

Operating expenses

2,000

1,000

3,000

8,000

8,000

16,000

Capital improvements

0

0

0

0

0

0

Total

123,630

1,000

124,630

129,630

8,000

137,630

General fund

123,630

1,000

124,630

129,630

8,000

137,630

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The position would be responsible for developing, implementing and synchronizing the internal and external organizational strategic information communicative processes. This includes developing and maintaining talking points, briefings, coordinating and communicating effective and timely themes to external and internal audiences providing education about the capabilities and missions of the N.D. National Guard. The external communications include community engagement activities, maximizing opportunities for the N.D. National Guard to appropriately allocate resources to meet community and state requirements and expectations of the stake

Telecommute – Agency Submitted**540** ADJUTANT GENERAL

Version: 2009-B-01-00540

Project: 3 **Public Information Specialist**

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holders. This position will work very closely with senior military staff at the ND National Guard Headquarters located at Fraine Barracks. Telecommuting would not be a practical option for this FTE.

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540 ADJUTANT GENERAL

Version: 2009-B-01-00540

Project: 4 Systems Mechanic III

Date: 11/3/2008

Time: 8:22 AM

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Version 2009B0100540

Number 4

Description Systems Mechanic III

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 8,263

Position Title Systems Mechanic III

3. Salary range

2,818

to

4,696

4. Budgeted starting salary

3,757

5. Funding source percentages

General Fund .25

Federal Fund .75

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Startup

Recurring

Total

Telecommute Setting

Startup

Recurring

Total

Salaries and wages

123,688

0

123,688

123,688

0

123,688

Operating expenses

3,000

1,000

4,000

8,000

8,000

16,000

Capital improvements

0

0

0

0

0

0

Total

126,688

1,000

127,688

131,688

8,000

139,688

General fund

31,672

250

31,922

32,922

2,000

34,922

Federal funds

95,016

750

95,766

98,766

6,000

104,766

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The purpose of this position is to support mechanical building systems located at ND National Guard Headquarters at Fraine Barracks. This position requires location at Fraine Barracks with 100% of time monitoring/repairing mechanical building systems at that location.

Telecommute – Agency Submitted

540 ADJUTANT GENERAL

Version: 2009-B-01-00540

Project: 5 Custodial Supervisor II located at ANG in Fargo

Date: 11/3/2008

Time: 8:22 AM

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Version 2009B0100540

Number 5

Description Custodial Supervisor II located at ANG in Fargo

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 7,015

Position Title Custodial Supervisor II

3. Salary range 1,923

to 3,205

4. Budgeted starting salary 2,564

5. Funding source percentages

General Fund .25

Federal Fund .75

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	89,786	0	89,786	89,786	0	89,786
Operating expenses	3,000	1,000	4,000	8,000	8,000	16,000
Capital improvements	0	0	0	0	0	0
Total	92,786	1,000	93,786	97,786	8,000	105,786
General fund	23,197	250	23,447	24,447	2,000	26,447
Federal funds	69,589	750	70,339	73,339	6,000	79,339
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position would be responsible for 13 buildings at the NDANG. Currently, the only custodial support is through contract janitorial which is not adequate for this number of buildings and does not provide the necessary oversight that would be provided by an FTE. This position would have a requirement to be located on-site.

Telecommute – Agency Submitted

540 ADJUTANT GENERAL

Version: 2009-B-01-00540

Project: 6 Human Relations Counselor

Date: 11/3/2008

Time: 8:22 AM

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127

Version 2009B0100540

Number 6

Description Human Relations Counselor

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Base

Options

0

1

0

0

0

0

0

0

Total

0

1

2. Position Class and Title:

Class No. 4,142

Position Title Human Relations Counselor

3. Salary range 2,818

to 4,696

4. Budgeted starting salary 3,757

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

121,630

0

121,630

121,630

0

121,630

Operating expenses

3,000

48,000

51,000

8,000

48,000

56,000

Capital improvements

0

0

0

0

0

0

Total

124,630

48,000

172,630

129,630

48,000

177,630

General fund

124,630

48,000

172,630

129,630

48,000

177,630

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This position would provide services to all ND Guard Families as well as Soldier and Airman. The services would include training and education, mobilization preparation, return, reunion, reintegration, referral and services for youth, couples, singles, parents and all included in the Guard Family. The operation tempo is extremely high and the number of difficult cases is increasing. The need for additional support in this area is increasing rapidly. The members of the ND National Guard and their families need this additional support. This position requires extensive travel, serving families throughout the state. It also requires a centralized location within National Guard offices that provides a "one stop" as well as a familiar and static location for soldiers and airmen.

Telecommute – Agency Submitted

540 ADJUTANT GENERAL

Version: 2009-B-01-00540

Project: 7 Geographical Information System Specialist III (2)

Date: 11/3/2008

Time: 8:22 AM

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127

Version 2009B0100540

Number 7

Description Geographical Information System Specialist III (2)

1. Number of full-time equivalent (FTE) positions included in analysis

Base

Options

Number that are new positions

0

2

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

2

2. Position Class and Title: Class No. 2,115 Position Title GIS Specialist III

3. Salary range 3,388 to 5,646

4. Budgeted starting salary 4,517

5. Funding source percentages

General Fund 0

Federal Fund 1

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

285,856

0

285,856

285,856

0

285,856

Operating expenses

6,000

2,000

8,000

17,000

8,000

25,000

Capital improvements

0

0

0

0

0

0

Total

291,856

2,000

293,856

302,856

8,000

310,856

General fund

0

0

0

0

0

0

Federal funds

291,856

2,000

293,856

302,856

8,000

310,856

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Telecommute – Agency Submitted

540 ADJUTANT GENERAL

Version: 2009-B-01-00540

Project: 8 Physical Plant Dir III - Air National Guard

Date: 11/3/2008

Time: 8:22 AM

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127

Version 2009B0100540

Number 8

Description Physical Plant Dir III - Air National Guard

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 8,133

Position Title Physical Plant Dir III

3. Salary range 3,748

to 6,246

4. Budgeted starting salary 4,997

5. Funding source percentages

General Fund .25

Federal Fund .75

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	163,102	0	163,102	163,102	0	163,102
Operating expenses	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0
Total	163,102	0	163,102	163,102	0	163,102
General fund	40,776	0	40,776	40,776	0	40,776
Federal funds	122,326	0	122,326	122,326	0	122,326
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This request is for a Physical Plant Director III at the Air National Guard (ANG) in Fargo. It would utilize an existing position that was 100% federally funded where the federal funding did not become available, this request is to change that funding to 25% general and 75% federal. The operations tempo at this facility has significantly increased since 911. This position would oversee the facility complex at the ANG that includes approximately 13 buildings. This is a building support position, therefore, telecommuting is not an option.

Telecommute – Agency Submitted

540 ADJUTANT GENERAL

Version: 2009-B-01-00540

Project: 9 Systems Mechanic II

Date: 11/3/2008

Time: 8:22 AM

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127

Version 2009B0100540

Number 9

Description Systems Mechanic II

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 8,262

Position Title Systems Mechanic II

3. Salary range 2,588

to 4,314

4. Budgeted starting salary 3,451

5. Funding source percentages

General Fund .25

Federal Fund .75

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	112,640	0	112,640	112,640	0	112,640
Operating expenses	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0
Total	112,640	0	112,640	112,640	0	112,640
General fund	28,160	0	28,160	28,160	0	28,160
Federal funds	84,480	0	84,480	84,480	0	84,480
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This request is for 25% general and 75% federal funding for an existing vacant position that was funded with 100% federal funds where federal funding did not become available. This Systems Mechanic II would be responsible for approximately 13 building systems at the Air National Guard in Fargo. This facility has seen a significant increase in operations tempo since 911. This position requires on-site location, therefore, a telecommute position is not an option.

Telecommute – Agency Submitted

601 DEPT OF COMMERCE

Version: 2009-B-01-00601

Project: 1 Administrative Assistant

Date: 9/10/2008

Time: 2:15 PM

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Version 2009B0100601

Number 1

Description Administrative Assistant

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 9,026

Position Title Not Classified Admin

3. Salary range 1,933

to 2,898

4. Budgeted starting salary 2,416

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

y

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

y

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

		Central Office Setting				Telecommute Setting		
		Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	0		75,379	75,379	0		75,379	75,379
Operating expenses	0		0	0	0		0	0
Capital improvements	0		0	0	0		0	0
Total	0		75,379	75,379	0		75,379	75,379
General fund	0		75,379	75,379	0		75,379	75,379
Federal funds	0		0	0	0		0	0
Special funds	0		0	0	0		0	0

10. Is this position(s) requested as a telecommuting position?

n

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The Department of Commerce is requesting a new FTE for an administrative assistant position.

The Administrative Assistant position will spend 50% of its time performing administrative duties in Commerce's admin pool. The remaining 50% of this position's time will be spent performing administrative duties for the Marketing and Communications team.

There would be no benefit to locating this position outside a central office location and therefore no assets required.

Telecommute – Agency Submitted

601 DEPT OF COMMERCE

Version: 2009-B-01-00601

Project: 2 Data Coordinator

Date: 9/10/2008

Time: 2:15 PM

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Version 2009B0100601

Number 2

Description Data Coordinator

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	.50
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	.50
-------	---	-----

2. Position Class and Title: Class No. 9,026 Position Title Not Classified - Admin

3. Salary range 2,954 to 4,430

4. Budgeted starting salary 2,821

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium? y (Yes/No)

7. Is space currently available to house the position or positions at the central office? y (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

		Central Office Setting				Telecommute Setting		
		Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	0		67,704	67,704	0		67,704	67,704
Operating expenses	0		0	0	0		0	0
Capital improvements	0		0	0	0		0	0
Total	0		67,704	67,704	0		67,704	67,704
General fund	0		67,704	67,704	0		67,704	67,704
Federal funds	0		0	0	0		0	0
Special funds	0		0	0	0		0	0

10. Is this position(s) requested as a telecommuting position? n (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The Department of Commerce is requesting .5 of an FTE for a data coordinator position.

The data coordinator position will spend 100% of its time performing administrative functions for the Tourism division.

There would be no benefit to locating this position outside a central office location and therefore no assets required.

Telecommute – Agency Submitted

601 DEPT OF COMMERCE

Version: 2009-B-01-00601

Project: 3 Workforce Program Administrator

Date: 9/10/2008

Time: 2:15 PM

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Version 2009B0100601

Number 3

Description Workforce Program Administrator

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
-------	---	---

2. Position Class and Title: Class No. 9,022 Position Title Not Classified - Prof.

3. Salary range 2,638 to 3,957

4. Budgeted starting salary 3,033

5. Funding source percentages

General Fund	0	Federal Fund	1	Special Fund	0
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6. Will the position or positions continue past the current biennium? y (Yes/No)

7. Is space currently available to house the position or positions at the central office? y (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
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9. Cost Comparison

		Central Office Setting				Telecommute Setting		
		Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	0		94,630	94,630	0		94,630	94,630
Operating expenses	0		64,500	64,500	0		64,500	64,500
Capital improvements	0		0	0	0		0	0
Total	0		159,130	159,130	0		159,130	159,130
General fund	0		32,250	32,250	0		32,250	32,250
Federal funds	0		32,250	32,250	0		32,250	32,250
Special funds	0		0	0	0		0	0

10. Is this position(s) requested as a telecommuting position? n (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The Department of Commerce is requesting a new FTE for a workforce program administrator position.

The workforce program administrator position will spend 100% of its time performing duties for the State Commission on Community Services.

There would be no benefit to locating this position outside a central office location and therefore no assets required.

Telecommute – Agency Submitted

602 DEPARTMENT OF AGRICULTURE

Version: 2009-B-01-00602

Project: 1 Plant Protection Technical

Date: 9/10/2008

Time: 2:22 PM

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Version 2009B0100602

Number 1

Description Plant Protection Technical

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
-------	---	---

2. Position Class and Title: Class No. 6,203 Position Title Ag Prog Spec II

3. Salary range 2,818 to 4,696

4. Budgeted starting salary 2,900

5. Funding source percentages

General Fund	1	Federal Fund	0	Special Fund	0
--------------	---	--------------	---	--------------	---

6. Will the position or positions continue past the current biennium?

Yes No (Yes/No)

7. Is space currently available to house the position or positions at the central office?

No (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
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9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	58,360	58,360	0	58,360	58,360
Operating expenses	3,000	9,600	12,600	3,000	9,600	12,600
Capital improvements	0	0	0	0	0	0
Total	3,000	67,960	70,960	3,000	67,960	70,960
General fund	2,900	67,960	70,860	2,900	67,960	70,860
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This technical position would complete phytosanitary certificates for agricultural products destined for export to other countries and would conduct mandated inspections of nurseries and greenhouse. The phytosanitary work is conducted in the Bismarck and Fargo offices. The inspection duties are conducted throughout the state. This position will be located in Bismarck.

Telecommute – Agency Submitted

602 DEPARTMENT OF AGRICULTURE

Version: 2009-B-01-00602

Project: 2 Plant Protection support

Date: 9/10/2008

Time: 2:22 PM

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Version 2009B0100602

Number 2

Description Plant Protection support

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
-------	---	---

2. Position Class and Title: Class No. 33 Position Title Office Assist II

3. Salary range 1,572 to 2,620

4. Budgeted starting salary 1,900

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

No (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	26,624	26,624	0	26,624	26,624
Operating expenses	3,000	1,200	4,200	3,000	1,200	4,200
Capital improvements	0	0	0	0	0	0
Total	3,000	27,824	30,824	3,000	27,824	30,824
General fund	3,000	27,824	30,824	0	27,824	27,824
Federal funds	0	0	0	3,000	0	3,000
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This support position will provide much-needed support to three technical positions located in the Bismarck office and will be back-up to the front desk for the entire agency. This position will be located in Bismarck.

Telecommute – Agency Submitted

602 DEPARTMENT OF AGRICULTURE

Version: 2009-B-01-00602

Project: 3 Meat Inspection

Date: 9/10/2008

Time: 2:22 PM

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Version 2009B0100602

Number 3

Description Meat Inspection

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	2
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	2
-------	---	---

2. Position Class and Title:	Class No. 6,221	Position Title Ag Prog Inspect I
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3. Salary range 2,147	to 3,579
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4. Budgeted starting salary 2,500

5. Funding source percentages

General Fund .52	Federal Fund .48	Special Fund 0
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6. Will the position or positions continue past the current biennium?

Yes	No	(Yes/No)
-----	----	----------

7. Is space currently available to house the position or positions at the central office?

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
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9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	70,062	70,062	0	70,062	70,062
Operating expenses	3,000	48,000	51,000	3,000	48,000	51,000
Capital improvements	0	0	0	0	0	0
Total	3,000	118,062	121,062	3,000	118,062	121,062
General fund	1,560	61,392	62,952	1,560	61,392	62,952
Federal funds	1,440	56,670	58,110	1,440	56,670	58,110
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

Yes	(Yes/No)
-----	----------

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

These two inspector positions will be located in field offices. One position will provide additional inspection services for meat processors who are already state inspected or for additional processors who wish to be state inspected. The second inspection position will provide services to assist state inspected meat processor to ship meat products to other states under new authority in the new farm bill.

Telecommute – Agency Submitted

602 DEPARTMENT OF AGRICULTURE

Version: 2009-B-01-00602

Project: 4 Organic/Specialty Crop Specialist

Date: 9/10/2008

Time: 2:22 PM

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Version 2009B0100602

Number 4

Description Organic/Specialty Crop Specialist

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 6,305

Position Title Ag Mkt Spec I

3. Salary range 2,818

to 4,696

4. Budgeted starting salary 3,000

5. Funding source percentages

General Fund 0

Federal Fund 1

Special Fund 0

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

No

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	42,037	42,037	0	42,037	42,037
Operating expenses	3,000	15,000	18,000	3,000	15,000	18,000
Capital improvements	0	0	0	0	0	0
Total	3,000	57,037	60,037	3,000	57,037	60,037
General fund	0	15,000	15,000	0	15,000	15,000
Federal funds	3,000	42,037	45,037	3,000	42,037	45,037
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This new position will be funded through additional federal funds available for the expansion of specialty crops and for assisting farmers with organic certification. This position will be located in the Bismarck office.

Telecommute – Agency Submitted

602 DEPARTMENT OF AGRICULTURE

Version: 2009-B-01-00602

Project: 5 Pesticide Program Outreach

Date: 9/10/2008

Time: 2:22 PM

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Version 2009B0100602

Number 5

Description Pesticide Program Outreach

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
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2. Position Class and Title:	Class No. 6,222	Position Title Ag Prog Inspect II
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3. Salary range 2,384	to 3,974
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4. Budgeted starting salary 2,800

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
----------------	----------------	----------------

6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

No (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
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9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	39,235	39,235	0	39,235	39,235
Operating expenses	3,000	12,000	15,000	3,000	12,000	15,000
Capital improvements	0	0	0	0	0	0
Total	3,000	51,235	54,235	3,000	51,235	54,235
General fund	3,000	51,235	54,235	3,000	51,235	54,235
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This new position will be used to provide outreach and education to the regulated pesticide community to increase compliance with state and federal laws and to supplement regulatory work. This position will be located in Bismarck.

Telecommute – Agency Submitted

602 DEPARTMENT OF AGRICULTURE

Version: 2009-B-01-00602

Project: 6 Pride of Dakota marketing specialist

Date: 9/10/2008

Time: 2:22 PM

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Version 2009B0100602

Number 6

Description Pride of Dakota marketing specialist

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
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2. Position Class and Title: Class No. 6,305 Position Title Ag Mkt Spec I

3. Salary range 2,818 to 4,696

4. Budgeted starting salary 2,800

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
----------------	----------------	----------------

6. Will the position or positions continue past the current biennium?

Yes No (Yes/No)

7. Is space currently available to house the position or positions at the central office?

No (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	42,037	42,037	0	42,037	42,037
Operating expenses	3,000	9,600	12,600	3,000	9,600	12,600
Capital improvements	0	0	0	0	0	0
Total	3,000	51,637	54,637	3,000	51,637	54,637
General fund	3,000	51,637	54,637	3,000	51,637	54,637
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This new position will provide additional marketing support and services to the nearly 400 Pride of Dakota companies. This position will be located in Bismarck.

Telecommute – Agency Submitted

627 UPPER GREAT PLAINS TRANS INST

Version: 2009-B-01-00627

Project: 2 Associate Research Fellow - ATAC

Date: 9/10/2008

Time: 2:31 PM

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Version 2009B0100627

Number 2

Description Associate Research Fellow - ATAC

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	1	0
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total

1 0

2. Position Class and Title:

Class No. 9,650

Position Title Associate Research Fellow

3. Salary range 60,000

to 60,000

4. Budgeted starting salary 60,000

5. Funding source percentages

General Fund 0

Federal Fund .8

Special Fund .2

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party N/A

Amount 0

In-kind

0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	60,000	0	60,000	0	0	0
Operating expenses	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0
Total	60,000	0	60,000	0	0	0
General fund	0	0	0	0	0	0
Federal funds	48,000	0	48,000	0	0	0
Special funds	12,000	0	12,000	0	0	0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Associate Research Fellow position for the Advanced Traffic Analysis Center.

Telecommute – Agency Submitted

627 UPPER GREAT PLAINS TRANS INST

Version: 2009-B-01-00627

Project: 2 Urban Planner

Date: 9/10/2008

Time: 2:31 PM

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Version 2009B0100627

Number 2

Description Urban Planner

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	1	0
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	1	0
-------	---	---

2. Position Class and Title: Class No. 9,650 Position Title Urban Planner

3. Salary range 55,000 to 55,000

4. Budgeted starting salary 55,000

5. Funding source percentages

General Fund 0 Federal Fund .5 Special Fund .5

6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party N/A	Amount 0	In-kind 0
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9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	55,000	0	55,000	0	0	0
Operating expenses	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0
Total	55,000	0	55,000	0	0	0
General fund	0	0	0	0	0	0
Federal funds	27,500	0	27,500	0	0	0
Special funds	27,500	0	27,500	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Urban Planner position for the ND Department of Transportation Student Support Center

Telecommute – Agency Submitted

628 BRANCH RESEARCH CENTERS

Version: 2009-B-01-00628

Project: Opt 10 Research Specialist

Date: 9/10/2008

Time: 2:46 PM

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Version 2009B0100628

Number Opt 10

Description Research Specialist

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	2
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	2
-------	---	---

2. Position Class and Title:	Class No. 2,450	Position Title Research Specialist
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3. Salary range 65,000	to 72,000
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4. Budgeted starting salary 70,428

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
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6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
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9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	0	0	180,000	180,000	360,000
Operating expenses	0	0	0	50,000	50,000	100,000
Capital improvements	0	0	0	0	0	0
Total	0	0	0	230,000	230,000	460,000
General fund	0	0	0	230,000	230,000	460,000
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

yes (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

There are many driving forces interested in growing our state's livestock industry. These include the desire of many ag producers to grow their existing enterprises and/or to diversify their operations, utilization of potential feedstuffs that presently are shipped to other states for their livestock operations, opportunities to enhance production of feedstuffs to serve a growing ND industry, use of co-products emerging from the rapidly expanding bioenergy/bioproducts enterprises as feedstuffs, utilization of grazing capacity in range and managed areas, and confinement issues. Two research support staff, one at Carrington, 0.7 at CGREC, and 0.3 at DREC, with operating, are needed to address the issues surrounding the growth of the livestock industry in the state. **(Complements Extension initiative S on page 6).**

Telecommute – Agency Submitted

628 BRANCH RESEARCH CENTERS

Version: 2009-B-01-00628

Project: Opt 14 Weed Science Specialists

Date: 9/10/2008

Time: 2:46 PM

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Version 2009B0100628

Number Opt 14

Description Weed Science Specialists

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1.40
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total 0 1.40

2. Position Class and Title: Class No. 2,450 Position Title Research Specialist

3. Salary range 65,000 to 70,000

4. Budgeted starting salary 66,741

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Startup	Central Office Setting		Total	Startup	Telecommute Setting		Total
		Recurring				Recurring		
Salaries and wages	0	0	0	0	126,000	126,000	0	252,000
Operating expenses	0	0	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0	0	0
Total	0	0	0	0	126,000	126,000	0	252,000
General fund	0	0	0	0	126,000	126,000	0	252,000
Federal funds	0	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

yes (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Two scientists, one at Hettinger and one at Williston, focusing on chemical and cultural control of weeds in farming and grazing enterprises in western ND. Conduct research on weed control in direct seeding systems and work with other staff on disease management for all no-till crops, field monitoring of crop insect/disease pressures under no-till, soil N, C-N crop residues ratios, water use efficiency and effect of alternative crops in no-till cropping systems for western North Dakota (**Complements Extension initiative W on page 7**).

Telecommute – Agency Submitted

628 BRANCH RESEARCH CENTERS

Version: 2009-B-01-00628

Project: Opt 17 Research Scientist

Date: 9/10/2008

Time: 2:46 PM

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Version 2009B0100628

Number Opt 17

Description Research Scientist

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

2

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

2

2. Position Class and Title:

Class No. 2,420

Position Title Faculty

3. Salary range 80,000

to 90,000

4. Budgeted starting salary 82,455

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

		Central Office Setting			Telecommute Setting		
		Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	0	0	0	210,000	210,000	420,000
Operating expenses	0	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	0	0	0	0	210,000	210,000	420,000
General fund	0	0	0	0	210,000	210,000	420,000
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

yes

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

In order to continue to enhance all aspects of livestock production in North Dakota, animal agriculture requires, among other things, access to qualified animal health care. All too often, animal health care providers in some areas of rural North Dakota are nonexistent, thereby increasing the threat of rapid transmission of potentially severe diseases. A program, involving scientists and technical support at Main Station (Veterinary and Microbiological Sciences/Vet Diagnostic Lab) and Dickinson, to identify and deter potential threats is of utmost importance to this crucial component of agriculture.

Telecommute – Agency Submitted

628 BRANCH RESEARCH CENTERS

Version: 2009-B-01-00628

Project: Opt 17 Animal Tech Support

Date: 9/10/2008

Time: 2:46 PM

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Version 2009B0100628

Number Opt 17

Description Animal Tech Support

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

0

2

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

2

2. Position Class and Title:

Class No. 4,310

Position Title Research Tech

3. Salary range 34,000

to 40,000

4. Budgeted starting salary 35,891

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	0	0	100,000	100,000	200,000
Operating expenses	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0
Total	0	0	0	100,000	100,000	200,000
General fund	0	0	0	100,000	100,000	200,000
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

yes

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

In order to continue to enhance all aspects of livestock production in North Dakota, animal agriculture requires, among other things, access to qualified animal health care. All too often, animal health care providers in some areas of rural North Dakota are nonexistent, thereby increasing the threat of rapid transmission of potentially severe diseases. A program, involving scientists and technical support at Main Station (Veterinary and Microbiological Sciences/Vet Diagnostic Lab) and Dickinson, to identify and deter potential threats is of utmost importance to this crucial component of agriculture.

Telecommute – Agency Submitted

628 BRANCH RESEARCH CENTERS

Version: 2009-B-01-00628

Project: Opt 17 Research Specialist

Date: 9/10/2008

Time: 2:46 PM

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Version 2009B0100628

Number Opt 17

Description Research Specialist

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	2
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	2
-------	---	---

2. Position Class and Title: Class No. 2,450 Position Title Research Specialist

3. Salary range 50,000 to 60,000

4. Budgeted starting salary 52,675

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium? yes (Yes/No)

7. Is space currently available to house the position or positions at the central office? yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	0	0	140,000	140,000	280,000
Operating expenses	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0
Total	0	0	0	140,000	140,000	280,000
General fund	0	0	0	140,000	140,000	280,000
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position? yes (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

In order to continue to enhance all aspects of livestock production in North Dakota, animal agriculture requires, among other things, access to qualified animal health care. All too often, animal health care providers in some areas of rural North Dakota are nonexistent, thereby increasing the threat of rapid transmission of potentially severe diseases. A program, involving scientists and technical support at Main Station (Veterinary and Microbiological Sciences/Vet Diagnostic Lab) and Dickinson, to identify and deter potential threats is of utmost importance to this crucial component of agriculture.

Telecommute – Agency Submitted

628 BRANCH RESEARCH CENTERS

Version: 2009-B-01-00628

Project: Opt 19 Multiple Land Use Specialist

Date: 9/10/2008

Time: 2:46 PM

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Version 2009B0100628

Number Opt 19

Description Multiple Land Use Specialist

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	.70
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0
Total	0	.70

2. Position Class and Title: Class No. 2,450 Position Title Research Specialist

3. Salary range 65,000 to 70,000

4. Budgeted starting salary 46,719

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party Amount In-kind 0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	0	0	63,000	63,000	126,000
Operating expenses	0	0	0	30,000	30,000	60,000
Capital improvements	0	0	0	0	0	0
Total	0	0	0	93,000	93,000	186,000
General fund	0	0	0	93,000	93,000	186,000
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

yes (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

North Dakota is in a critical time period to address the future of the Conservation Reserve Program and the future of grazing on Forest Service lands. The co-use of these lands for recreation, wildlife, grazing and farming provide new dilemmas for the land owners and managers, specifically absentee landowners. Uncertainty in the future of these grazing lands not only affects individual land owners, but entire rural communities that may rely on these lands for long-term sustainability. Two specialists, one at Main Station (SNRS) and one at Hettinger, with operating, are needed to assist land owners by using science-based land management principles to address multiple land use issues. **(Complements Extension initiative F on page 2).**

Telecommute – Agency Submitted

628 BRANCH RESEARCH CENTERS

Version: 2009-B-01-00628

Project: Opt 5 Plant Pathologist

Date: 9/10/2008

Time: 2:46 PM

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Version 2009B0100628

Number Opt 5

Description Plant Pathologist

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	.70
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total 0 .70

2. Position Class and Title: Class No. 2,420 Position Title Research Scientist

3. Salary range 74,000 to 80,000

4. Budgeted starting salary 75,250

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party Amount In-kind 0

9. Cost Comparison

	Startup	Central Office Setting			Startup	Telecommute Setting		
		Recurring	Total			Recurring	Total	
Salaries and wages	0	0	0		70,000	70,000	140,000	
Operating expenses	0	0	0		30,000	30,000	60,000	
Capital improvements	0	0	0		0	0	0	
Total	0	0	0		100,000	100,000	200,000	
General fund	0	0	0		100,000	100,000	200,000	
Federal funds	0	0	0		0	0	0	
Special funds	0	0	0		0	0	0	

10. Is this position(s) requested as a telecommuting position?

yes

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Plant pathologist - A scientist located at Carrington to coordinate and conduct research on sclerotinia and other diseases of major crops grown in Central ND, including wheat, barley, sunflower, soybean, canola, pea, and other crops important to eastern and central ND. Carrington is the ideal location for applied disease research on the many crops grown in the state. A scientist with expertise in plant pathology will enhance the ability of the researchers currently stationed at CREC to effectively carry out controlled studies on disease management. **(Complements Extension initiative U on page 7)**

Telecommute – Agency Submitted

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Version: 2009-B-01-00628

Project: Opt 5 Crop Disease Management

Date: 9/10/2008

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Version 2009B0100628

Number Opt 5

Description Crop Disease Management

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 2,450

Position Title Research Specialist

3. Salary range

38,000

to

45,000

4. Budgeted starting salary 39,912

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	0	0	55,000	55,000	110,000
Operating expenses	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0
Total	0	0	0	55,000	55,000	110,000
General fund	0	0	0	55,000	55,000	110,000
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

yes

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Crop disease management - two research specialists, one at North Central and one at Langdon, to assist in research on crop diseases, including fusarium head blight (scab), aschochyta, black leg, and other foliar and root diseases of the state's diverse crop complex.

Telecommute – Agency Submitted

628 BRANCH RESEARCH CENTERS

Version: 2009-B-01-00628

Project: Opt 5 Crop Disease Managment LREC

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Version 2009B0100628

Number Opt 5

Description Crop Disease Managment LREC

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	.30
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	.30
-------	---	-----

2. Position Class and Title: Class No. 2,450 Position Title Research Specialist

3. Salary range 70,000 to 75,000

4. Budgeted starting salary 70,428

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium? yes (Yes/No)

7. Is space currently available to house the position or positions at the central office? yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	0	0	27,000	27,000	54,000
Operating expenses	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0
Total	0	0	0	27,000	27,000	54,000
General fund	0	0	0	27,000	27,000	54,000
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position? yes (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Crop disease management - two research specialists, one at North Central and one at Langdon, to assist in research on crop diseases, including fusarium head blight (scab), aschochyta, black leg, and other foliar and root diseases of the state's diverse crop complex. **(Complements Extension initiative U on page 7)**

Telecommute – Agency Submitted

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Version: 2009-B-01-00628

Project: Opt 7 Forage Agronomist

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Version 2009B0100628

Number Opt 7

Description Forage Agronomist

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
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2. Position Class and Title:	Class No. 2,420	Position Title Research Scientist
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3. Salary range 68,000	to 75,000
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4. Budgeted starting salary 69,691

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
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6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	0	0	90,000	90,000	180,000
Operating expenses	0	0	0	20,000	20,000	40,000
Capital improvements	0	0	0	0	0	0
Total	0	0	0	110,000	110,000	220,000
General fund	0	0	0	110,000	110,000	220,000
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

yes (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

A scientist and research specialist at Central Grasslands REC (Streeter), with operating, will focus on developing cellulosic and other feedstocks for biofuels and high value products requires research on perennial crops typically grown for livestock forage and research specialists at Main Station. Bioproducts agronomist at Carrington, with operating, will focus on identifying efficient agronomic practices of annual and perennial crops that are utilized for bioproduct development. Numerous questions arise regarding type of crop, management, harvest, transportation for this different use.

Telecommute – Agency Submitted

628 BRANCH RESEARCH CENTERS

Version: 2009-B-01-00628

Project: Opt 7 Bioproducts Agronomists

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Version 2009B0100628

Number Opt 7

Description Bioproducts Agronomists

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	2
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	2
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2. Position Class and Title:	Class No. 2,450	Position Title Research Specialist
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3. Salary range 42,000	to 47,000
------------------------	-----------

4. Budgeted starting salary 44,167

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
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6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
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9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	0	0	120,000	120,000	240,000
Operating expenses	0	0	0	40,000	40,000	80,000
Capital improvements	0	0	0	0	0	0
Total	0	0	0	160,000	160,000	320,000
General fund	0	0	0	160,000	160,000	320,000
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

yes

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

A scientist and research specialist at Central Grasslands REC (Streeter), with operating, will focus on developing cellulosic and other feedstocks for biofuels and high value products requires research on perennial crops typically grown for livestock forage and research specialists at Main Station. Bioproducts agronomist at Carrington, with operating, will focus on identifying efficient agronomic practices of annual and perennial crops that are utilized for bioproduct development. Numerous questions arise regarding type of crop, management, harvest, transportation for this different use.

Telecommute – Agency Submitted

628 BRANCH RESEARCH CENTERS

Version: 2009-B-01-00628

Project: Opt 8 Soil Health Specialists

Date: 9/10/2008

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Version 2009B0100628

Number Opt 8

Description Soil Health Specialists

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	2
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	2
-------	---	---

2. Position Class and Title:	Class No. 2,450	Position Title Research Specialist
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3. Salary range 38,000	to 45,000
------------------------	-----------

4. Budgeted starting salary 39,912

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
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6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
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9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	0	0	110,000	110,000	220,000
Operating expenses	0	0	0	15,000	15,000	30,000
Capital improvements	0	0	0	0	0	0
Total	0	0	0	125,000	125,000	250,000
General fund	0	0	0	125,000	125,000	250,000
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

yes

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Soils research at NDSU has declined due to reduced faculty numbers in the Soils unit. In the mid-1980's, approximately 23 faculty were in the Soils Department; today, the unit currently has nine faculty. This erosion of scientific expertise has placed great strain on the ability of the unit to complete its mission of research, teaching, and outreach. As a result, some areas of importance to alleviate problems affecting the state have not been studied adequately. Saline and sodic soils are examples of two such problems that need to be addressed. Saline and sodic soils have increased in the state, with estimates that 12.6 million acres are affected to at least some degree. Reduced crop yields, lower weight gain of livestock, and water quality all are affected. Three researchers at Main Station (Soils in SNRS), Langdon, and Hettinger are needed to help address these issues.

Telecommute – Agency Submitted

Date: 9/10/2008

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Project: OPt 6 Food Nutrition Specialist

Version 2009B0100630

Number OPt 6

Description Food Nutrition Specialist

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	2
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	2
-------	---	---

2. Position Class and Title: Class No. 2,510 Position Title Extension Specialist

3. Salary range 55,000 to 60,000

4. Budgeted starting salary 56,929

5. Funding source percentages

General Fund	1	Federal Fund	0	Special Fund	0
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6. Will the position or positions continue past the current biennium? yes (Yes/No)

7. Is space currently available to house the position or positions at the central office? yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting				Telecommute Setting		
	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	150,000	150,000	300,000	0	0	0	0
Operating expenses	0	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	150,000	150,000	300,000	0	0	0	0
General fund	150,000	150,000	300,000	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position? no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The FNP serves North Dakota food stamp recipients and helps limited-resource families make more healthful food choices on a limited budget. In North Dakota, there are over 47,000 recipients of food stamps each month. A recent cost/benefit analysis of nutrition education shows an \$8.82 reduction of health care costs for every dollar invested in this program. The federal government provides a dollar-for-dollar match through USDA for every non-federal public dollar that the state invests in this program. Here in North Dakota, the non-federal match is provided by in-kind support that is limited and complicated. Consequently, North Dakota is losing significant federal dollars from USDA because of our inability to provide the non-federal match. This state investment would guarantee another \$300,000 from USDA. These funds would be used to partially cover salaries and would allow the program to be delivered to more counties in the state.

Telecommute – Agency Submitted

630 NDSU EXTENSION SERVICE

Version: 2009-B-01-00630

Project: Opt 8 Agronomy Tech

Date: 9/10/2008

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Version 2009B0100630

Number Opt 8

Description Agronomy Tech

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
-------	---	---

2. Position Class and Title: Class No. 4,310 Position Title Agronomy Tech

3. Salary range 55,000 to 60,000

4. Budgeted starting salary 57,299

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting				Telecommute Setting		
	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	75,000	75,000	150,000	0	0	0	0
Operating expenses	0	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	75,000	75,000	150,000	0	0	0	0
General fund	75,000	75,000	150,000	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

NDSU Extension Service agronomists provide educational leadership to Extension agents, producers and industry clientele on all facets of crop production. Much applied research and demonstration activity on various production practices is under taken to localize the information for North Dakota. Additional technical support is needed in the plant sciences and plant pathology departments to assist Extension specialists with these efforts.

Telecommute – Agency Submitted

630 NDSU EXTENSION SERVICE

Version: 2009-B-01-00630

Project: Opt 1 Area Pest Mgmt Specialists

Date: 9/10/2008

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Version 2009B0100630

Number Opt 1

Description Area Pest Mgmt Specialists

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
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2. Position Class and Title: Class No. 2,510 Position Title Extension Specialist

3. Salary range 65,000 to 75,000

4. Budgeted starting salary 70,000

5. Funding source percentages

General Fund	1	Federal Fund	0	Special Fund	0
--------------	---	--------------	---	--------------	---

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
---------------	--------	---------	---

9. Cost Comparison

		Central Office Setting			Telecommute Setting		
		Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	0	0	0	90,000	90,000	180,000
Operating expenses	0	0	0	0	20,000	20,000	40,000
Capital improvements	0	0	0	0	0	0	0
Total	0	0	0	0	110,000	110,000	220,000
General fund	0	0	0	0	110,000	110,000	220,000
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

yes

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The magnitude and consistency of crop yield and quality losses due to plant diseases is a persistent problem, and it continues to increase. The significance of disease losses to crop diversity is threatening the viability to sustain and expand the agricultural economy of the central and eastern regions of North Dakota. Two area pest management specialists, one at the Carrington REC and the other at the Langdon REC, are needed to provide information to area growers affected by crop diseases. (Complements Experiment Station initiative 5.)

Telecommute – Agency Submitted

630 NDSU EXTENSION SERVICE

Version: 2009-B-01-00630

Project: Opt 10 Crop Qualtiy Specialist

Date: 9/10/2008

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Version 2009B0100630

Number Opt 10

Description Crop Qualtiy Specialist

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	.60
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total 0 .60

2. Position Class and Title: Class No. 2,510 Position Title Extension Specialist

3. Salary range 82,000 to 85,000

4. Budgeted starting salary 83,465

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting				Telecommute Setting		
	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	63,000	63,000	126,000	0	0	0	0
Operating expenses	12,000	12,000	24,000	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	75,000	75,000	150,000	0	0	0	0
General fund	75,000	75,000	150,000	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Quality characteristics and functional food components of North Dakota grain commodities are very important to producers and the industry as a whole. This is particularly true in light of the new processes being developed that can influence the functional components of crops present in the food ingredients that are extracted or the food products produced from these ingredients. These functional components can lead to additional marketing opportunities. Additional Extension support in the School of Food Systems is needed to connect research findings to producers and industry. (*Complements Experiment Station initiative 9.*)

Telecommute – Agency Submitted

630 NDSU EXTENSION SERVICE

Version: 2009-B-01-00630

Project: Opt 11 Weed Specialists

Date: 9/10/2008

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Version 2009B0100630

Number Opt 11

Description Weed Specialists

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	.60
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	.60
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2. Position Class and Title: Class No. 2,510 Position Title Extension Specialist

3. Salary range 68,000 to 72,000

4. Budgeted starting salary 70,450

5. Funding source percentages

General Fund	1	Federal Fund	0	Special Fund	0
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6. Will the position or positions continue past the current biennium? yes (Yes/No)

7. Is space currently available to house the position or positions at the central office? yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
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9. Cost Comparison

		Central Office Setting			Telecommute Setting		
		Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	0	0	0	54,000	54,000	108,000
Operating expenses	0	0	0	0	12,000	12,000	24,000
Capital improvements	0	0	0	0	0	0	0
Total	0	0	0	0	66,000	66,000	132,000
General fund	0	0	0	0	66,000	66,000	132,000
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position? yes (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Weeds are a major threat to profitable crop production in North Dakota. Failure to control weeds costs producers millions of dollars in lost crop yield and quality. Additional weed scientists are needed in western North Dakota (Hettinger and Williston RECs) to conduct research and educational programs on new weed problems, such as herbicide-resistant weeds, to allow growers to achieve economical and successful weed control. (Complements Experiment Station initiative 14.)

Telecommute – Agency Submitted

630 NDSU EXTENSION SERVICE

Version: 2009-B-01-00630

Project: Opt 12 Office Support Staff

Date: 9/10/2008

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Version 2009B0100630

Number Opt 12

Description Office Support Staff

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	2
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	2
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2. Position Class and Title: Class No. 5,210 Position Title Admin Secretary

3. Salary range 27,000 to 30,000

4. Budgeted starting salary 27,327

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting				Telecommute Setting		
	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	80,000	80,000	160,000	0	0	0	0
Operating expenses	0	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	80,000	80,000	160,000	0	0	0	0
General fund	80,000	80,000	160,000	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Several Extension units have critical needs for additional support staff. Continued decentralization of effort and an increase in recordkeeping for compliance issues, regulations, accountability, data collection and management require increased efforts by current staff to do more with less help. Two office support staff on campus will help to deal with the increased workload that has occurred over the last several years.

Telecommute – Agency Submitted

630 NDSU EXTENSION SERVICE

Version: 2009-B-01-00630

Project: Opt 13 Swine Specialist

Date: 9/10/2008

Time: 2:52 PM

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Number Opt 13

Description Swine Specialist

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	.60
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total 0 .60

2. Position Class and Title: Class No. 2,510 Position Title Extension Specialist

3. Salary range 94,000 to 97,000

4. Budgeted starting salary 94,881

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party Amount In-kind 0

9. Cost Comparison

	Central Office Setting				Telecommute Setting		
	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	75,000	75,000	150,000	0	0	0	0
Operating expenses	12,000	12,000	24,000	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	87,000	87,000	174,000	0	0	0	0
General fund	87,000	87,000	174,000	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Because of its economic impact, interest in increasing swine production in the state is growing. Each dollar of return from pigs marketed turns over 3.49 times for feed, labor, trucking, vet services and utilities. Too, because of the importance of remoteness to biosecurity in swine systems, North Dakota is being evaluated as a potential location for swine genetic companies. Consequently, a state swine specialist in the animal sciences department is needed to provide technical expertise and management assistance. (Complements Experiment Station initiative 18.)

Telecommute – Agency Submitted

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Project: Opt 14 Insect Specialist

Date: 9/10/2008

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Number Opt 14

Description Insect Specialist

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
-------	---	---

2. Position Class and Title: Class No. 2,510 Position Title Extension Specialist

3. Salary range 55,000 to 60,000

4. Budgeted starting salary 56,929

5. Funding source percentages

General Fund	1	Federal Fund	0	Special Fund	0
--------------	---	--------------	---	--------------	---

6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
---------------	--------	---------	---

9. Cost Comparison

	Central Office Setting				Telecommute Setting		
	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	75,000	75,000	150,000	0	0	0	0
Operating expenses	0	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	75,000	75,000	150,000	0	0	0	0
General fund	75,000	75,000	150,000	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Insect identification is critical for making proper management decisions. The NDSU Entomology Diagnostic Laboratory receives over 1,000 questions on insect identification and pest management each year. Insect survey work is also important in alerting pest managers and detecting trends in insect pest problems. An Extension associate position in the entomology department is needed to address the increased workload regarding the technical handling of insect diagnostics and providing real-time pest survey information via maps posted on the Web.

Telecommute – Agency Submitted

Date: 9/10/2008

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Project: Opt 15 Food Technician

Version 2009B0100630

Number Opt 15

Description Food Technician

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
-------	---	---

2. Position Class and Title: Class No. 4,310 Position Title Technician

3. Salary range 56,000 to 59,000

4. Budgeted starting salary 57,299

5. Funding source percentages

General Fund	1	Federal Fund	0	Special Fund	0
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6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting				Telecommute Setting		
	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	75,000	75,000	150,000	0	0	0	0
Operating expenses	0	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	75,000	75,000	150,000	0	0	0	0
General fund	75,000	75,000	150,000	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Numerous possibilities exist for North Dakotans to use locally grown commodities as a basis for a food business. The Pride of North Dakota Showcase is a perfect venue for these businesses to demonstrate their food entrepreneurial efforts. Small businesses need access to low-cost services such as nutritional labeling and product analysis. There is a growing need to expand and deliver these services. A technical support position is needed.

Telecommute – Agency Submitted

Date: 9/10/2008

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Project: Opt 16 Range Mgmt Area Specialist

Version 2009B0100630

Number Opt 16

Description Range Mgmt Area Specialist

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	.30
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total 0 .30

2. Position Class and Title: Class No. 2,510 Position Title Extension Specialist

3. Salary range 68,000 to 72,000

4. Budgeted starting salary 70,428

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	0	0	27,000	27,000	54,000
Operating expenses	0	0	0	10,000	10,000	20,000
Capital improvements	0	0	0	0	0	0
Total	0	0	0	37,000	37,000	74,000
General fund	0	0	0	37,000	37,000	74,000
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

yes (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

North Dakota is in a critical time period for addressing the future of the Conservation Reserve Program and the future of grazing on Forest Service lands. The co-use of these lands for recreation, wildlife, grazing and farming provides new dilemmas for the land owners and managers, specifically absentee land owners. Uncertainty about the future of these grazing lands affects not only individual land owners but entire rural communities that may rely on these lands for long-term sustainability. Two specialists—one in the School of Natural Resources and one at the Hettinger REC—are needed to assist land owners by using science-based land management principles to address multiple land-use issues. (Complements Experiment Station initiative 19.)

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Date: 9/10/2008

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Project: Opt 17 Nutrition/ Wellness Area Specialist

Version 2009B0100630

Number Opt 17

Description Nutrition/ Wellness Area Specialist

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
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2. Position Class and Title:	Class No. 2,510	Position Title Extension Specialist
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3. Salary range 68,000	to 72,000
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4. Budgeted starting salary 69,700

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
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6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
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9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	0	0	90,000	90,000	180,000
Operating expenses	0	0	0	20,000	20,000	40,000
Capital improvements	0	0	0	0	0	0
Total	0	0	0	110,000	110,000	220,000
General fund	0	0	0	110,000	110,000	220,000
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

yes (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

North Dakota is unique in its capacity to grow a large quantity and variety of agricultural products for human consumption. Consumers need to understand the impact of these commodities in North Dakota and their contribution to good health. Nutrition and wellness education needs to be consistently delivered across the state. Food safety concerns emerge regularly and must be addressed. Disease prevention, such as diabetes education and the looming health impact of obesity in our state and society create an urgent need for an Extension programming out in the state. Area specialists will help to expand delivery of preventive education efforts in nutrition and health programming.

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Project: Opt 18 Energy Conservation Engineer

Version 2009B0100630

Number Opt 18

Description Energy Conservation Engineer

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

.70

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

.70

2. Position Class and Title:

Class No. 2,510

Position Title Extension Specialist

3. Salary range 75,000

to 80,000

4. Budgeted starting salary 75,250

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Startup

Recurring

Total

Telecommute Setting

Startup

Recurring

Total

Salaries and wages

70,000

70,000

140,000

0

0

0

Operating expenses

14,000

14,000

28,000

0

0

0

Capital improvements

0

0

0

0

0

0

Total

84,000

84,000

168,000

0

0

0

General fund

84,000

84,000

168,000

0

0

0

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

no

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Input costs associated with production agriculture (fuel, fertilizer, seed, pesticides, transportation, energy crop drying and storage, etc.) are directly affected by the cost of energy. Modern technology can be used to reduce energy costs by optimizing the use of production inputs through appropriate application of "precision agriculture" and/or geospatial application to agriculture. National as well as local and personal databases are available to enable producers to use modern technology to maximize production, protect the environment and reduce input costs. New field equipment technologies such as auto-steer, yield monitoring, parallel tracking, field mapping and variable rate chemical application are also available. An additional Extension specialist in the agricultural and biosystems engineering department is needed to assist producers with determining the appropriate use, cost effectiveness and reliability of these systems under North Dakota conditions. (Complements Experiment Station initiative 24.)

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Project: Opt 19 Journalist

Version 2009B0100630

Number Opt 19

Description Journalist

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 3,210

Position Title Journalist

3. Salary range 55,000

to 60,000

4. Budgeted starting salary 56,950

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	75,000	75,000	150,000	0	0	0	0
Operating expenses	0	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	75,000	75,000	150,000	0	0	0	0
General fund	75,000	75,000	150,000	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Journalist support is greatly needed to actively seek out and report on a regular basis, the latest research and Extension efforts happening at Research Extension Centers and campus departments. The information would be put into consumable form, i.e. news releases, publications, Web pages, newsletters and other media, and targeted to commodity groups, industry partners and others to make widely available the work of NDSU Agriculture and University Extension.

Telecommute – Agency Submitted

Date: 9/10/2008

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Project: Opt 3 4-H State Specialist

Version 2009B0100630

Number Opt 3

Description 4-H State Specialist

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
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2. Position Class and Title: Class No. 2,510 Position Title Extension Specialist

3. Salary range 68,000 to 72,000

4. Budgeted starting salary 69,690

5. Funding source percentages

General Fund	1	Federal Fund	0	Special Fund	0
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6. Will the position or positions continue past the current biennium? yes (Yes/No)

7. Is space currently available to house the position or positions at the central office? yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	0	0	90,000	90,000	180,000
Operating expenses	0	0	0	20,000	20,000	40,000
Capital improvements	0	0	0	0	0	0
Total	0	0	0	110,000	110,000	220,000
General fund	0	0	0	110,000	110,000	220,000
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position? yes (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

4-H programs serve more than 40% of North Dakota's youth, and, in many rural areas, 4-H is the only youth program beyond public schools. In addition to developing technical knowledge, 4-Hers gain life skills. The North Dakota State Fair in Minot and the Western 4-H Camp near Washburn are venues at which significant 4-H activities take place each year. A state 4-H specialist located at the North Central REC in Minot is needed to provide leadership for these activities. This specialist would also provide educational support to programs that lead to youth becoming an integral part of the civic governance and decision-making processes, both in 4-H and in the broader community.

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Project: Opt 4 Rural Development Specialists

Version 2009B0100630

Number Opt 4

Description Rural Development Specialists

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	2
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	2
-------	---	---

2. Position Class and Title: Class No. 2,510 Position Title Extension Specialists

3. Salary range 78,000 to 80,000

4. Budgeted starting salary 78,201

5. Funding source percentages

General Fund	1	Federal Fund	0	Special Fund	0
--------------	---	--------------	---	--------------	---

6. Will the position or positions continue past the current biennium? yes (Yes/No)

7. Is space currently available to house the position or positions at the central office? yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	0	0	200,000	200,000	400,000
Operating expenses	0	0	0	40,000	40,000	80,000
Capital improvements	0	0	0	0	0	0
Total	0	0	0	240,000	240,000	480,000
General fund	0	0	0	240,000	240,000	480,000
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position? yes (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

North Dakota has great potential for converting commodities and agricultural processing co-products into higher value products. The development of this industry would stimulate rural economies. Healthy rural communities are dependent upon many factors, but core to any community is its local economy. The role of the two positions listed would be to develop educational materials and deliver programs needed by entrepreneurs, existing business owners and community leaders to extend and expand their capacities to take advantage of new markets, technologies and business opportunities. This institute would incorporate and expand the existing Institute for Business and Industry Development in the Center for Community Vitality.

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Project: Opt 5 Agents in Training

Version 2009B0100630

Number Opt 5

Description Agents in Training

1. Number of full-time equivalent (FTE) positions included in analysis

Base

Options

Number that are new positions

0

5

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

5

2. Position Class and Title:

Class No. 2,540

Position Title Extension Agent

3. Salary range 34,000

to 38,000

4. Budgeted starting salary 35,658

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

0

0

0

250,000

250,000

500,000

Operating expenses

0

0

0

0

0

0

Capital improvements

0

0

0

0

0

0

Total

0

0

0

250,000

250,000

500,000

General fund

0

0

0

250,000

250,000

500,000

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

yes

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

A key strength of Extension work lies with county Extension agents where the Extension offices serve as the "front door" to the land-grant university system. Working with local interest groups, agents identify issues then develop community-based learning programs to address those needs. Extension agents are hired with college degrees in the areas of agriculture and natural resources, family and consumer sciences, 4-H youth development, and community development. However, the skill set needed for successful Extension work goes well beyond subject matter discipline training. These skills are unique to Extension work and are best learned by working directly with an experienced Extension agent.

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Project: Opt 7 Livestock Specialists

Version 2009B0100630

Number Opt 7

Description Livestock Specialists

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 2,510

Position Title Extension Specialist

3. Salary range 65,000

to 75,000

4. Budgeted starting salary 70,000

5. Funding source percentages

General Fund 0

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	0	0	90,000	90,000	180,000
Operating expenses	0	0	0	20,000	20,000	40,000
Capital improvements	0	0	0	0	0	0
Total	0	0	0	110,000	110,000	220,000
General fund	0	0	0	110,000	110,000	220,000
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

yes

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

There are many driving forces behind the interest in growing our state's livestock industry. They include the desire of many agricultural producers to grow their existing enterprises and/or to diversify their operations; utilization of potential feedstuffs that are presently shipped to other states for their livestock operations; opportunities to enhance production of feedstuffs to service a growing North Dakota industry; use of co-products emerging from the rapidly expanding bioenergy/bioproducts enterprises as feedstuffs; and utilization of grazing capacity in range and managed areas. Proper management of grazing systems also holds the potential for increased livestock production. Additional Extension specialists who will continually work with colleagues and industry to evaluate opportunities and provide information that can be used for timely decision-making are needed at the Central Grasslands REC and the Dickinson REC. (Complements Experiment Station initiative 10.)

Telecommute – Agency Submitted

Date: 9/10/2008

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Project: Opt 9 Salinity Soil Specialist

Version 2009B0100630

Number Opt 9

Description Salinity Soil Specialist

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 2,510

Position Title Extension Specialist

3. Salary range

68,000

to 73,000

4. Budgeted starting salary

69,690

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	0	0	90,000	90,000	180,000
Operating expenses	0	0	0	20,000	20,000	40,000
Capital improvements	0	0	0	0	0	0
Total	0	0	0	110,000	110,000	220,000
General fund	0	0	0	110,000	110,000	220,000
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

yes

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Soil chemical, physical and biological properties underlie all cropping management systems and decisions made by agricultural producers. Saline- and sodic-affected soils are increasing in North Dakota and are estimated to be as high as 25 percent (12,600,000 ac) of the agricultural land in the state. Approximately two million acres of cropland are affected by salinity in the Red River Valley alone. Many land managers are considering expensive land modifications, such as sub-surface drainage, as a means of dealing with this issue. An Extension state specialist is needed at Bismarck to coordinate and support North Dakota Soil Conservation District personnel and individual producers in identifying the causes and solutions for salinity and sodicity in watershed and farm fields.
(Complements Experiment Station initiative 8.)

Telecommute – Agency Submitted

630 NDSU EXTENSION SERVICE

Version: 2009-B-01-00630

Project: opt 16 Land Management Specialist

Date: 9/10/2008

Time: 2:52 PM

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Version 2009B0100630

Number opt 16

Description Land Management Specialist

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	.80
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total 0 .80

2. Position Class and Title: Class No. 2,510 Position Title Extension Specialist

3. Salary range 75,000 to 80,000

4. Budgeted starting salary 76,480

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium? yes (Yes/No)

7. Is space currently available to house the position or positions at the central office? yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting				Telecommute Setting		
	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	80,000	80,000	160,000	0	0	0	0
Operating expenses	12,000	12,000	24,000	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	92,000	92,000	184,000	0	0	0	0
General fund	92,000	92,000	184,000	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position? no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

North Dakota is in a critical time period for addressing the future of the Conservation Reserve Program and the future of grazing on Forest Service lands. The co-use of these lands for recreation, wildlife, grazing and farming provides new dilemmas for the land owners and managers, specifically absentee land owners. Uncertainty about the future of these grazing lands affects not only individual land owners but entire rural communities that may rely on these lands for long-term sustainability. Two specialists—one in the School of Natural Resources and one at the Hettinger REC—are needed to assist land owners by using science-based land management principles to address multiple land-use issues. (*Complements Experiment Station initiative 19.*)

Telecommute – Agency Submitted

638 NORTHERN CROPS INSTITUTE

Version: 2009-B-01-00638

Project: Opt-Milling Milling Specialist

Date: 9/10/2008

Time: 2:55 PM

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Version 2009B0100638

Number Opt-Milling

Description Milling Specialist

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 3,310

Position Title Milling Specialist

3. Salary range

60,000

to

63,000

4. Budgeted starting salary

61,184

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

80,000

80,000

160,000

0

0

0

Operating expenses

0

0

0

0

0

0

Capital improvements

0

0

0

0

0

0

Total

80,000

80,000

160,000

0

0

0

General fund

80,000

80,000

160,000

0

0

0

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

no

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

A Milling Specialist is needed to provide expertise in the milling of grains, pulses, oilseeds, and their co-products to strengthen NCI's educational and technical programming efforts for the promotion and utilization of northern grown crops. NCI is proceeding with the reconfiguration of the NCI Pilot Durum Mill to create a dual purpose or "swing" mill for both durum and bread wheats (i.e., HRS, HRW and HW). Creating this new position will address an identified need for milling expertise to showcase the quality and functionality of our regions crops to domestic and international grain buyers and processors.

Telecommute – Agency Submitted

638 NORTHERN CROPS INSTITUTE

Version: 2009-B-01-00638

Project: Opt-Pulse Pulse and Oilseed Technologist

Date: 9/10/2008

Time: 2:55 PM

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Version 2009B0100638

Number Opt-Pulse

Description Pulse and Oilseed Technologist

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
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2. Position Class and Title: Class No. 4,310 Position Title Pulse and Oilseed Technol

3. Salary range 30,000 to 34,000

4. Budgeted starting salary 31,608

5. Funding source percentages

General Fund	1	Federal Fund	0	Special Fund	0
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6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
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9. Cost Comparison

	Central Office Setting				Telecommute Setting		
	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	45,000	45,000	90,000	0	0	0	0
Operating expenses	0	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	45,000	45,000	90,000	0	0	0	0
General fund	45,000	45,000	90,000	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

A pulse and oilseed technologist is needed to provide additional support for NCI's efforts to educate domestic and international buyers and processors on the quality and functionality of northern grown crops. This position will work closely with Dr. Mehmet Tulbek, NCI's Pulse and Oilseed Specialist and new Technical Director in evaluation and utilization of the regions specialty crops and help with development of new educational courses and promotional materials.

Telecommute – Agency Submitted

640 NDSU MAIN RESEARCH CENTER

Version: 2009-B-01-00640

Project: Opt - Crop Q Cereal & Food Scientists

Date: 9/10/2008

Time: 3:11 PM

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Version 2009B0100640

Number Opt - Crop Q

Description Cereal & Food Scientists

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

1.40

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1.40

2. Position Class and Title:

Class No. 2,110

Position Title Cereal & Food Scientist

3. Salary range 80,000

to 84,000

4. Budgeted starting salary 82,454

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

YES

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

YES

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Startup

Recurring

Total

Telecommute Setting

Startup

Recurring

Total

Salaries and wages

147,000

147,000

294,000

0

0

0

Operating expenses

60,000

60,000

120,000

0

0

0

Capital improvements

0

0

0

0

0

0

Total

207,000

207,000

414,000

0

0

0

General fund

207,000

207,000

414,000

0

0

0

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

NO

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Research to focus on carbohydrates, fats, and oils for food, fuel, and other high value products. A scientist (Cereal and Food Sciences in the School of Food Systems (SFS)) and two research support staff (one in SNS and one in Ag & Biosystems Engineering) at Main Station, and one research specialist at Williston, with operating, will focus on processing of consumer and bio-based food products and ingredients, adhesives and plastics from oilseed and protein meals, and utilization of co-products for food and nonfood uses for value-added enterprises. WREC plans are to produce biodiesel from all the oilseed crops grown in North Dakota to document the oil quality characteristics from each oilseed crop for biodiesel use.

Telecommute – Agency Submitted

640 NDSU MAIN RESEARCH CENTER

Version: 2009-B-01-00640

Project: Opt Animal H Animal Health Scientists

Date: 9/10/2008

Time: 3:11 PM

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Version 2009B0100640

Number Opt Animal H

Description Animal Health Scientists

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	2
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	2
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2. Position Class and Title:	Class No. 2,210	Position Title Assist Professor
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3. Salary range	80,000 to 85,000
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4. Budgeted starting salary 82,450

5. Funding source percentages

General Fund	1	Federal Fund	0	Special Fund	0
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6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting				Telecommute Setting		
	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	210,000	210,000	420,000	0	0	0	0
Operating expenses	0	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	210,000	210,000	420,000	0	0	0	0
General fund	210,000	210,000	420,000	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

In order to continue to enhance all aspects of livestock production in North Dakota, animal agriculture requires, among other things, access to qualified animal health care. All too often, animal health care providers in some areas of rural North Dakota are nonexistent, thereby increasing the threat of rapid transmission of potentially severe diseases. A program, involving scientists and technical support at Main Station (Veterinary and Microbiological Sciences/Vet Diagnostic Lab) and Dickinson, to identify and deter potential threats is of utmost importance to this crucial component of agriculture.

Telecommute – Agency Submitted

640 NDSU MAIN RESEARCH CENTER

Version: 2009-B-01-00640

Project: Opt Animal H Animal Health Research Specialists

Date: 9/10/2008

Time: 3:11 PM

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Version 2009B0100640 Number Opt Animal H

Description Animal Health Research Specialists

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	3
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	3
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2. Position Class and Title: Class No. 2,420 Position Title Research Specialists

3. Salary range 62,000 to 66,000

4. Budgeted starting salary 63,334

5. Funding source percentages

General Fund	1	Federal Fund	0	Special Fund	0
--------------	---	--------------	---	--------------	---

6. Will the position or positions continue past the current biennium? yes (Yes/No)

7. Is space currently available to house the position or positions at the central office? yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting				Telecommute Setting		
	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	190,000	190,000	380,000	0	0	0	0
Operating expenses	0	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	190,000	190,000	380,000	0	0	0	0
General fund	190,000	190,000	380,000	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position? no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

In order to continue to enhance all aspects of livestock production in North Dakota, animal agriculture requires, among other things, access to qualified animal health care. All too often, animal health care providers in some areas of rural North Dakota are nonexistent, thereby increasing the threat of rapid transmission of potentially severe diseases. A program, involving scientists and technical support at Main Station (Veterinary and Microbiological Sciences/Vet Diagnostic Lab) and Dickinson, to identify and deter potential threats is of utmost importance to this crucial component of agriculture.

Telecommute – Agency Submitted

Date: 9/10/2008

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Time: 3:11 PM

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Project: Opt Crop Dis Wheat RustPathologist Specialist

197

Version 2009B0100640

Number Opt Crop Dis

Description Wheat RustPathologist Specialist

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 2,450

Position Title Research Specialist

3. Salary range

42,000

to 45,000

4. Budgeted starting salary

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	60,000	60,000	120,000	0	0	0	0
Operating expenses	10,000	10,000	20,000	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	70,000	70,000	140,000	0	0	0	0
General fund	70,000	70,000	140,000	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Crop Disease Management - Crop Agriculture is very diverse in North Dakota. The state's farmers grow 42 crops and lead the nation in the production of 13 crop commodities. This crop production system provides opportunities for diversification, but also places great burdens on research activities with respect to crop improvement and crop protection. In surveys conducted by numerous commodity groups, diseases routinely are identified by growers as the leading problems for their respective crop, with weed pressure typically ranked second in importance. Diseases and weed pressures not only affect yield, but also product quality. The magnitude and consistency of crop yield and quality losses due to plant diseases is a persistent problem and continues to increase, particularly given the vagaries of the North Dakota growing season. The significance of disease losses to crop diversity is threatening the viability to sustain and expand the agricultural economy

Telecommute – Agency Submitted

640 NDSU MAIN RESEARCH CENTER

Version: 2009-B-01-00640

Project: Opt Crop Dis Wheat RustPathologist Specialist

Date: 9/10/2008

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of the central and eastern regions of North Dakota.

Wheat Rust Pathologist - A scientist, research specialist, and operating at Main Station (Plant Pathology Department) to coordinate research efforts to identify/develop improved levels of resistance to new races of both wheat leaf and stem rust that threaten wheat production in the state. The position will work closely with existing wheat genetics and breeding programs to identify new sources of genetic resistance and to incorporate these resistance genes into new germplasm and varieties developed for North Dakota. Yield losses to leaf rust vary with environmental conditions, but approached 2% loss (USDA estimate ~ \$40 million of a \$2 billion crop). A new form of stem rust (Ug99) recently emerged from Africa that can overcome most known sources of resistance. This rust race is migrating into Europe and it is anticipated that the race will soon be found in North America. This research effort will focus on identifying and incorporating resistance to this new race into adapted materials.

Telecommute – Agency Submitted

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Version: 2009-B-01-00640

Project: Opt Crop Dis Wheat Rust Pathologist Faculty

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Version 2009B0100640

Number Opt Crop Dis

Description Wheat Rust Pathologist Faculty

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 2,110

Position Title Asst Professor

3. Salary range

80,000

to 85,000

4. Budgeted starting salary

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	105,000	105,000	210,000	0	0	0	0
Operating expenses	20,000	20,000	40,000	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	125,000	125,000	250,000	0	0	0	0
General fund	125,000	125,000	250,000	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Crop Disease Management - Crop Agriculture is very diverse in North Dakota. The state's farmers grow 42 crops and lead the nation in the production of 13 crop commodities. This crop production system provides opportunities for diversification, but also places great burdens on research activities with respect to crop improvement and crop protection. In surveys conducted by numerous commodity groups, diseases routinely are identified by growers as the leading problems for their respective crop, with weed pressure typically ranked second in importance. Diseases and weed pressures not only affect yield, but also product quality. The magnitude and consistency of crop yield and quality losses due to plant diseases is a persistent problem and continues to increase, particularly given the vagaries of the North Dakota growing season. The significance of disease losses to crop diversity is threatening the viability to sustain and expand the agricultural economy

Telecommute – Agency Submitted

Date: 9/10/2008

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Time: 3:11 PM

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Project: Opt Crop Dis Wheat Rust Pathologist Faculty

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of the central and eastern regions of North Dakota.

Wheat Rust Pathologist - A scientist, research specialist, and operating at Main Station (Plant Pathology Department) to coordinate research efforts to identify/develop improved levels of resistance to new races of both wheat leaf and stem rust that threaten wheat production in the state. The position will work closely with existing wheat genetics and breeding programs to identify new sources of genetic resistance and to incorporate these resistance genes into new germplasm and varieties developed for North Dakota. Yield losses to leaf rust vary with environmental conditions, but approached 2% loss (USDA estimate ~ \$40 million of a \$2 billion crop). A new form of stem rust (Ug99) recently emerged from Africa that can overcome most known sources of resistance. This rust race is migrating into Europe and it is anticipated that the race will soon be found in North America. This research effort will focus on identifying and incorporating resistance to this new race into adapted materials.

Telecommute – Agency Submitted

Date: 9/10/2008

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Time: 3:11 PM

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Project: Opt Crop Sup Crop Quliaty Research Specialists

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Version 2009B0100640

Number Opt Crop Sup

Description Crop Quliaty Research Specialists

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 2,420

Position Title Research Specialist

3. Salary range 44,000

to 46,000

4. Budgeted starting salary 44,167

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

120,000

120,000

240,000

0

0

0

Operating expenses

0

0

0

0

0

0

Capital improvements

0

0

0

0

0

0

Total

120,000

120,000

240,000

0

0

0

General fund

120,000

120,000

240,000

0

0

0

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

no

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Research to focus on carbohydrates, fats, and oils for food, fuel, and other high value products. A scientist (Cereal and Food Sciences in the School of Food Systems (SFS)) and two research support staff (one in SNS and one in Ag & Biosystems Engineering) at Main Station, and one research specialist at Williston, with operating, will focus on processing of consumer and bio-based food products and ingredients, adhesives and plastics from oilseed and protein meals, and utilization of co-products for food and nonfood uses for value-added enterprises. WREC plans are to produce biodiesel from all the oilseed crops grown in North Dakota to document the oil quality characteristics from each oilseed crop for biodiesel use.

Telecommute – Agency Submitted

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Version: 2009-B-01-00640

Project: Opt Data Ctr State Data Research Specialists

Date: 9/10/2008

Time: 3:11 PM

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Version 2009B0100640

Number Opt Data Ctr

Description State Data Research Specialists

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1.50
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1.50
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2. Position Class and Title: Class No. 2,420 Position Title Research Specialist

3. Salary range 60,000 to 65,000

4. Budgeted starting salary 61,020

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium? yes (Yes/No)

7. Is space currently available to house the position or positions at the central office? yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	100,000	100,000	200,000	0	0	0
Operating expenses	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0
Total	100,000	100,000	200,000	0	0	0
General fund	100,000	100,000	200,000	0	0	0
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position? no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The State Data Center focuses on issues surrounding business opportunities in the state, and development of rural communities. These have been major efforts of state leaders for many years. Evaluating parameters that allow for enhanced growth in income and employment in rural areas of the state provide a critical analysis so that leaders make appropriate decisions. These evaluations will be conducted by one research support staff at Main Station (Agribusiness and applied Economics).

Telecommute – Agency Submitted

640 NDSU MAIN RESEARCH CENTER

Version: 2009-B-01-00640

Project: Opt Evaluate Pulse,Oilseed & Wheat Quality & Product Evaluation

Date: 9/10/2008

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Version 2009B0100640 Number Opt Evaluate

Description Pulse,Oilseed & Wheat Quality & Product Evaluation

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	4
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total 0 4

2. Position Class and Title: Class No. 2,450 Position Title Research Specialists

3. Salary range 43,000 to 46,000

4. Budgeted starting salary 44,167

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium? yes (Yes/No)

7. Is space currently available to house the position or positions at the central office? yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party Amount In-kind 0

9. Cost Comparison

	Central Office Setting				Telecommute Setting		
	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	240,000	240,000	480,000	0	0	0	0
Operating expenses	40,000	40,000	80,000	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	280,000	280,000	560,000	0	0	0	0
General fund	280,000	280,000	560,000	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position? no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Developing quality evaluation programs for legume, pulses, and oilseeds would be an important component of the research activities at the NDAES. Activities in this area would be similar to the highly successful, but inadequately staffed and funded, quality evaluation programs for wheat, durum wheat, and barley, and would be of extreme importance to the breeding/genetics programs for these crop commodities as new varieties are being developed, tested, and released. In addition to the quality-demanding food uses of these crops, the market for nonfood uses of these crops, particularly for industrial purposes, is very high – alternate uses of crop commodities provides value-added opportunities for North Dakotans. Two scientists and four research specialists, with operating, at the Main Station (Cereal and Food Science in SFS and Plant Sciences) are needed for this activity to be successful.

Telecommute – Agency Submitted

640 NDSU MAIN RESEARCH CENTER

Version: 2009-B-01-00640

Project: Opt Evaluate Pulse, Oilseed & Wheat quality & product evaluate

Date: 9/10/2008

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Version 2009B0100640 Number Opt Evaluate

Description Pulse, Oilseed & Wheat quality & product evaluate

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 2,110

Position Title Asst Professor

3. Salary range 81,000

to 87,000

4. Budgeted starting salary 82,455

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

210,000

210,000

420,000

0

0

0

Operating expenses

60,000

60,000

120,000

0

0

0

Capital improvements

0

0

0

0

0

0

Total

270,000

270,000

540,000

0

0

0

General fund

270,000

270,000

540,000

0

0

0

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

no

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Developing quality evaluation programs for legume, pulses, and oilseeds would be an important component of the research activities at the NDAES. Activities in this area would be similar to the highly successful, but inadequately staffed and funded, quality evaluation programs for wheat, durum wheat, and barley, and would be of extreme importance to the breeding/genetics programs for these crop commodities as new varieties are being developed, tested, and released. In addition to the quality-demanding food uses of these crops, the market for nonfood uses of these crops, particularly for industrial purposes, is very high – alternate uses of crop commodities provides value-added opportunities for North Dakotans. Two scientists and four research specialists, with operating, at the Main Station (Cereal and Food Science in SFS and Plant Sciences) are needed for this activity to be successful.

Telecommute – Agency Submitted

640 NDSU MAIN RESEARCH CENTER

Version: 2009-B-01-00640

Project: Opt Genetics Genetics Scientists

Date: 9/10/2008

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Version 2009B0100640

Number Opt Genetics

Description Genetics Scientists

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	2
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	2
-------	---	---

2. Position Class and Title:	Class No. 2,110	Position Title Assist Professor
------------------------------	-----------------	---------------------------------

3. Salary range 80,000	to 85,000
------------------------	-----------

4. Budgeted starting salary 85,455

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
----------------	----------------	----------------

6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting				Telecommute Setting		
	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	210,000	210,000	420,000	0	0	0	0
Operating expenses	40,000	40,000	80,000	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	250,000	250,000	500,000	0	0	0	0
General fund	250,000	250,000	500,000	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Research is needed to improve the efficiency of production and conversion of plant feedstock (both traditional crops and new crops) for bioproduct development using genomics and molecular genetic techniques. Identification of desirable genes/gene products that will enhance crop productivity for biofuels and the development of novel high value products will be critical as the state and Nation continue to embark on energy self-sufficiency. Two scientists and two research specialists, with operating, will work with plant breeders at the Main Station (Plant Sciences department) to direct novel genes into adapted materials for rapid adoption by the region's producers.

Telecommute – Agency Submitted

640 NDSU MAIN RESEARCH CENTER

Version: 2009-B-01-00640

Project: Opt Genetics Genetics Research Specialists

Date: 9/10/2008

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Version 2009B0100640

Number Opt Genetics

Description Genetics Research Specialists

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 3,310

Position Title Research Specialist

3. Salary range

42,000

to

45,000

4. Budgeted starting salary

44,167

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

	Central Office Setting				Telecommute Setting		
	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	120,000	120,000	240,000	0	0	0	0
Operating expenses	40,000	40,000	80,000	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	160,000	160,000	320,000	0	0	0	0
General fund	160,000	160,000	320,000	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Research is needed to improve the efficiency of production and conversion of plant feedstock (both traditional crops and new crops) for bioproduct development using genomics and molecular genetic techniques. Identification of desirable genes/gene products that will enhance crop productivity for biofuels and the development of novel high value products will be critical as the state and Nation continue to embark on energy self-sufficiency. Two scientists and two research specialists, with operating, will work with plant breeders at the Main Station (Plant Sciences department) to direct novel genes into adapted materials for rapid adoption by the region's producers.

Telecommute – Agency Submitted

640 NDSU MAIN RESEARCH CENTER

Version: 2009-B-01-00640

Project: Opt Insect Insect Specialist

Date: 9/10/2008

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Version 2009B0100640

Number Opt Insect

Description Insect Specialist

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
-------	---	---

2. Position Class and Title:	Class No. 2,110	Position Title Assist Professor
------------------------------	-----------------	---------------------------------

3. Salary range 82,000	to 85,000
------------------------	-----------

4. Budgeted starting salary 82,455

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
----------------	----------------	----------------

6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
---------------	--------	---------	---

9. Cost Comparison

	Central Office Setting				Telecommute Setting		
	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	105,000	105,000	210,000	0	0	0	0
Operating expenses	0	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	105,000	105,000	210,000	0	0	0	0
General fund	105,000	105,000	210,000	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Insect vectors of plant diseases remain an important component of disease control. These vector-borne diseases are particularly important to many of the row crops grown in the state. A scientist at the Main Station (Entomology in SNRS) will lead a research effort to identify appropriate control measures to minimize disease development.

Telecommute – Agency Submitted

640 NDSU MAIN RESEARCH CENTER

Version: 2009-B-01-00640

Project: Opt Land Land Management Specialist

Date: 9/10/2008

Time: 3:11 PM

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Version 2009B0100640

Number Opt Land

Description Land Management Specialist

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

.20

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

.20

2. Position Class and Title:

Class No. 2,420

Position Title Research Specialists

3. Salary range

75,000

to

77,000

4. Budgeted starting salary

75,992

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Startup

Recurring

Total

Telecommute Setting

Startup

Recurring

Total

Salaries and wages

20,000

20,000

40,000

0

0

0

Operating expenses

10,000

10,000

20,000

0

0

0

Capital improvements

0

0

0

0

0

0

Total

30,000

30,000

60,000

0

0

0

General fund

30,000

30,000

60,000

0

0

0

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

no

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

North Dakota is in a critical time period to address the future of the Conservation Reserve Program and the future of grazing on Forest Service lands. The co-use of these lands for recreation, wildlife, grazing and farming provide new dilemmas for the land owners and managers, specifically absentee landowners. Uncertainty in the future of these grazing lands not only affects individual land owners, but entire rural communities that may rely on these lands for long-term sustainability. Two specialists, one at Main Station (SNRS) and one at Hettinger, with operating, are needed to assist land owners by using science-based land management principles to address multiple land use issues.

Telecommute – Agency Submitted

640 NDSU MAIN RESEARCH CENTER

Version: 2009-B-01-00640

Project: Opt NDAWN NDAWN

Date: 9/10/2008

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Version 2009B0100640

Number Opt NDAWN

Description NDAWN

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
-------	---	---

2. Position Class and Title:	Class No. 2,450	Position Title Research Specialist
------------------------------	-----------------	------------------------------------

3. Salary range 55,000	to 60,000
------------------------	-----------

4. Budgeted starting salary 56,929

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
----------------	----------------	----------------

6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
---------------	--------	---------	---

9. Cost Comparison

	Central Office Setting				Telecommute Setting		
	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	75,000	75,000	150,000	0	0	0	0
Operating expenses	75,000	75,000	150,000	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	150,000	150,000	300,000	0	0	0	0
General fund	150,000	150,000	300,000	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This widely-used weather network is an extremely visible component of NDSU Agriculture. It is used heavily by both Ag and non-Ag entities throughout the state and can be accessed using either telephone or internet. Combined with the NDAWN web site are disease forecasting systems, which utilize the weather information and provide statistically-based predictions of potential disease development. NDAWN and the disease forecasting systems have saved tens of millions of dollars over the years by alerting farmers to use protective pesticides if disease development is imminent, or to not spray if weather conditions are not appropriate for disease development. NDAWN has suffered due to inconsistent and inadequate funding – in 2007-09, \$200,000 was added to support computer programming, which is vital to the basic functions of the network, with the remaining funds to help offset operations. It is clear that additional funds are needed for

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operations and to create a second research specialist position for weather station maintenance, as new equipment is being evaluated and as additional sites are established (Soils in the School of Natural Resource Sciences (SNRS)).

Telecommute – Agency Submitted

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Version: 2009-B-01-00640

Project: Opt Soil Soil Microbiology Research Specialist

Date: 9/10/2008

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Version 2009B0100640

Number Opt Soil

Description Soil Microbiology Research Specialist

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 3,310

Position Title Research Specialist

3. Salary range

43,000

to 46,000

4. Budgeted starting salary 44,167

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Telecommute Setting

Startup

Recurring

Total

Startup

Recurring

Total

Salaries and wages

60,000

60,000

120,000

0

0

0

Operating expenses

10,000

10,000

20,000

0

0

0

Capital improvements

0

0

0

0

0

0

Total

70,000

70,000

140,000

0

0

0

General fund

70,000

70,000

140,000

0

0

0

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

no

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Understanding the microbial populations of soils allows greater utilization of nutrient cycling, degradation of plant residues and organic chemicals, and the important interaction between crops and the microbial populations, all important in maintaining healthy, productive soils. A scientist and research specialist at Main Station (SNRS) are needed to investigate the interaction between microbial populations, soil health, and plant growth.

Telecommute – Agency Submitted

640 NDSU MAIN RESEARCH CENTER

Version: 2009-B-01-00640

Project: Opt Soil Soil Health

Date: 9/10/2008

Time: 3:11 PM

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Version 2009B0100640

Number Opt Soil

Description Soil Health

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 2,110

Position Title Asst Professor

3. Salary range

80,000

to

85,000

4. Budgeted starting salary

82,455

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Startup

Recurring

Total

Telecommute Setting

Startup

Recurring

Total

Salaries and wages

105,000

105,000

210,000

0

0

0

Operating expenses

15,000

15,000

30,000

0

0

0

Capital improvements

0

0

0

0

0

0

Total

120,000

120,000

240,000

0

0

0

General fund

120,000

120,000

240,000

0

0

0

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

no

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Soils research at NDSU has declined due to reduced faculty numbers in the Soils unit. In the mid-1980's, approximately 23 faculty were in the Soils Department; today, the unit currently has nine faculty. This erosion of scientific expertise has placed great strain on the ability of the unit to complete its mission of research, teaching, and outreach. As a result, some areas of importance to alleviate problems affecting the state have not been studied adequately. Saline and sodic soils are examples of two such problems that need to be addressed. Saline and sodic soils have increased in the state, with estimates that 12.6 million acres are affected to at least some degree. Reduced crop yields, lower weight gain of livestock, and water quality all are affected. Three researchers at Main Station (Soils in SNRS), Langdon, and Hettinger are needed to help address these issues

Telecommute – Agency Submitted

640 NDSU MAIN RESEARCH CENTER

Version: 2009-B-01-00640

Project: Opt Soil Soil Microbiology Scientist

Date: 9/10/2008

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Version 2009B0100640

Number Opt Soil

Description Soil Microbiology Scientist

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 2,110

Position Title Asst Professor

3. Salary range 80,000

to 85,000

4. Budgeted starting salary 82,454

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Startup

Recurring

Total

Telecommute Setting

Startup

Recurring

Total

Salaries and wages

105,000

105,000

210,000

0

0

0

Operating expenses

20,000

20,000

40,000

0

0

0

Capital improvements

0

0

0

0

0

0

Total

125,000

125,000

250,000

0

0

0

General fund

125,000

125,000

250,000

0

0

0

Federal funds

0

0

0

0

0

0

Special funds

0

0

0

0

0

0

10. Is this position(s) requested as a telecommuting position?

no

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Understanding the microbial populations of soils allows greater utilization of nutrient cycling, degradation of plant residues and organic chemicals, and the important interaction between crops and the microbial populations, all important in maintaining healthy, productive soils. A scientist and research specialist at Main Station (SNRS) are needed to investigate the interaction between microbial populations, soil health, and plant growth.

Telecommute – Agency Submitted

640 NDSU MAIN RESEARCH CENTER

Version: 2009-B-01-00640

Project: Opt Support Support Staff - Research

Date: 9/10/2008

Time: 3:11 PM

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Version 2009B0100640

Number Opt Support

Description Support Staff - Research

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 3,310

Position Title Research Specialist

3. Salary range 43,000

to 46,000

4. Budgeted starting salary 44,167

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

	Central Office Setting				Telecommute Setting		
	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	300,000	300,000	600,000	0	0	0	0
Operating expenses	0	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	300,000	300,000	600,000	0	0	0	0
General fund	300,000	300,000	600,000	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Several Main Station units have critical need for additional support staff – both office and research staff. Continued decentralization of effort and an increase in recordkeeping for compliance issues, increased granting activities, regulations, accountability, data collection and management require increased efforts by current staff to do more with less help. Four office support staff will allow affected units to deal with the increased workload that has occurred over the last several years. In addition, five research specialists to assist scientists in existing programs will carry out important research and will complete the research teams for maximum efficiency.

Telecommute – Agency Submitted

640 NDSU MAIN RESEARCH CENTER

Version: 2009-B-01-00640

Project: Opt Support Support Staff - Office

Date: 9/10/2008

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Version 2009B0100640

Number Opt Support

Description Support Staff - Office

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

4

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

4

2. Position Class and Title:

Class No. 5,210

Position Title Admin Secretary

3. Salary range 22,000

to 25,000

4. Budgeted starting salary 23,044

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

	Central Office Setting				Telecommute Setting		
	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	140,000	140,000	280,000	0	0	0	0
Operating expenses	0	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	140,000	140,000	280,000	0	0	0	0
General fund	140,000	140,000	280,000	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Several Main Station units have critical need for additional support staff – both office and research staff. Continued decentralization of effort and an increase in recordkeeping for compliance issues, increased granting activities, regulations, accountability, data collection and management require increased efforts by current staff to do more with less help. Four office support staff will allow affected units to deal with the increased workload that has occurred over the last several years. In addition, five research specialists to assist scientists in existing programs will carry out important research and will complete the research teams for maximum efficiency.

Telecommute – Agency Submitted

640 NDSU MAIN RESEARCH CENTER

Version: 2009-B-01-00640

Project: Opt Swine Swine Scientist

Date: 9/10/2008

Time: 3:11 PM

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Version 2009B0100640

Number Opt Swine

Description Swine Scientist

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	.40
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total 0 .40

2. Position Class and Title: Class No. 2,110 Position Title Assist Professor

3. Salary range 80,000 to 85,000

4. Budgeted starting salary 80,472

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party Amount In-kind 0

9. Cost Comparison

	Central Office Setting				Telecommute Setting		
	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	40,000	40,000	80,000	0	0	0	0
Operating expenses	0	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	40,000	40,000	80,000	0	0	0	0
General fund	40,000	40,000	80,000	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Because of its economic impact, interest exists to increase swine production in the state. Each dollar of return from pigs marketed turns over 3.49 times for feed, labor, trucking, vet services, utilities, etc. Also, because of the importance of remoteness to biosecurity issues in swine systems, North Dakota is being evaluated as a potential location for swine genetic companies. Consequently, an animal scientist at Main Station (Animal Science) focusing on issues related to the swine industry is needed to identify appropriate management strategies and provide solutions to technical problems.

Telecommute – Agency Submitted

701 HISTORICAL SOCIETY

Version: 2009-B-01-00701

Project: 1 3 positions for the State Archives

Date: 9/10/2008

Time: 3:26 PM

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Version 2009B0100701

Number 1

Description 3 positions for the State Archives

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	3
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	3
-------	---	---

2. Position Class and Title: Class No. 0 Position Title Archivist (Gr 10?)

3. Salary range 2,588 to 4,314

4. Budgeted starting salary 3,136

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
----------------	----------------	----------------

6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	4,336	4,336	0	4,336	4,336
Operating expenses	1,500	100	1,600	1,500	100	1,600
Capital improvements	0	0	0	0	0	0
Total	1,500	4,436	5,936	1,500	4,436	5,936
General fund	1,500	4,436	5,936	1,500	4,436	5,936
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Telecommute – Agency Submitted

701 HISTORICAL SOCIETY

Version: 2009-B-01-00701

Project: 2 Site Supervisor

Date: 9/10/2008

Time: 3:26 PM

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Version 2009B0100701

Number 2

Description Site Supervisor

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
-------	---	---

2. Position Class and Title: Class No. 1,227 Position Title Site Supervisor

3. Salary range 2,588 to 4,314

4. Budgeted starting salary 3,136

5. Funding source percentages

General Fund 1 Federal Fund 0 Special Fund 0

6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	4,336	4,336	0	4,336	4,336
Operating expenses	1,500	100	1,600	1,500	100	1,600
Capital improvements	0	0	0	0	0	0
Total	1,500	4,436	5,936	1,500	4,436	5,936
General fund	1,500	4,436	5,936	1,500	4,436	5,936
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Telecommute – Agency Submitted

Date: 9/10/2008

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Time: 3:26 PM

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Project: 3 Publications Coordinator\Graphic Artist

Version 2009B0100701

Number 3

Description Publications Coordinator\Graphic Artist

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
-------	---	---

2. Position Class and Title:	Class No. 8,628	Position Title Publications Coordinator
------------------------------	-----------------	---

3. Salary range 2,818	to 4,696
-----------------------	----------

4. Budgeted starting salary 3,415

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
----------------	----------------	----------------

6. Will the position or positions continue past the current biennium?	yes	(Yes/No)
---	-----	----------

7. Is space currently available to house the position or positions at the central office?	yes	(Yes/No)
---	-----	----------

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
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9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	4,661	4,661	0	4,661	4,661
Operating expenses	1,500	100	1,600	1,500	100	1,600
Capital improvements	0	0	0	0	0	0
Total	1,500	4,761	6,261	1,500	4,761	6,261
General fund	1,500	4,761	6,261	1,500	4,761	6,261
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?	no	(Yes/No)
--	----	----------

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Telecommute – Agency Submitted

701 HISTORICAL SOCIETY

Version: 2009-B-01-00701

Project: 4 Multimedia\Web Site

Date: 9/10/2008

Time: 3:26 PM

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Version 2009B0100701

Number 4

Description Multimedia\Web Site

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
-------	---	---

2. Position Class and Title:	Class No. 871	Position Title Multimedia Developer
------------------------------	---------------	-------------------------------------

3. Salary range	2,384	to 3,974
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4. Budgeted starting salary 2,889

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
----------------	----------------	----------------

6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
---------------	--------	---------	---

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	4,047	4,047	0	4,047	4,047
Operating expenses	1,500	100	1,600	1,500	100	1,600
Capital improvements	0	0	0	0	0	0
Total	1,500	4,147	5,647	1,500	4,147	5,647
General fund	1,500	4,147	5,647	1,500	4,147	5,647
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Telecommute – Agency Submitted

701 HISTORICAL SOCIETY

Version: 2009-B-01-00701

Project: 5 Museum Specialist and Collections Manager

Date: 9/10/2008

Time: 3:26 PM

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Version 2009B0100701

Number 5

Description Museum Specialist and Collections Manager

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	2
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	2
-------	---	---

2. Position Class and Title:	Class No. 1,233	Position Title Museum Specialist
------------------------------	-----------------	----------------------------------

3. Salary range 3,082	to 5,136
-----------------------	----------

4. Budgeted starting salary 3,734

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
----------------	----------------	----------------

6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
---------------	--------	---------	---

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	5,034	5,034	0	5,034	5,034
Operating expenses	1,500	100	1,600	1,500	100	1,600
Capital improvements	0	0	0	0	0	0
Total	1,500	5,134	6,634	1,500	5,134	6,634
General fund	1,500	5,134	6,634	1,500	5,134	6,634
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Telecommute – Agency Submitted

701 HISTORICAL SOCIETY

Version: 2009-B-01-00701

Project: 6 Human Resource Officer

Date: 9/10/2008

Time: 3:26 PM

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Version 2009B0100701

Number 6

Description Human Resource Officer

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
-------	---	---

2. Position Class and Title: Class No. 804 Position Title Human Resource Officer

3. Salary range 3,388 to 5,646

4. Budgeted starting salary 4,105

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
----------------	----------------	----------------

6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	5,467	5,467	0	5,467	5,467
Operating expenses	1,500	100	1,600	1,500	100	1,600
Capital improvements	0	0	0	0	0	0
Total	1,500	5,567	7,067	1,500	5,567	7,067
General fund	1,500	5,567	7,067	1,500	5,567	7,067
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Telecommute – Agency Submitted

720 GAME AND FISH DEPARTMENT

Version: 2009-B-01-00720

Project: 1 Graphic Artist II

Date: 9/10/2008

Time: 3:39 PM

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Version 2009B0100720

Number 1

Description Graphic Artist II

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	1	0
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	1	0
-------	---	---

2. Position Class and Title: Class No. 8,625 Position Title Graphic Artist II

3. Salary range 2,147 to 3,579

4. Budgeted starting salary 2,260

5. Funding source percentages

General Fund 0	Federal Fund 0	Special Fund 1
----------------	----------------	----------------

6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

Central Office Setting				Telecommute Setting			
	Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	0	84,886	84,886	0	84,886	84,886	84,886
Operating expenses	0	5,000	5,000	0	9,000	9,000	9,000
Capital improvements	0	0	0	0	0	0	0
Total	0	89,886	89,886	0	93,886	93,886	93,886
General fund	0	0	0	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	97,064	97,064	0	101,064	101,064	101,064

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This request changes a temporary staff person at the Department's Bismarck office to a regular full-time position. A temporary employee has been doing this work for approximately two years. Graphic design work is done on the ND Outdoors Magazine, PLOTS Guide, hunting and fishing guide, lottery applications, education brochures, signs and other publications. This person works with staff from all Divisions to assist them in design and layout. About 40% of this persons time is spent on the ND Outdoors magazine and 60% on other items. This onsite person is invaluable for completing a good product and getting it to printers. Have a staff person at the Bismarck office is extremely valuable for annually repeated jobs and for editing.

Telecommute – Agency Submitted

720 GAME AND FISH DEPARTMENT

Version: 2009-B-01-00720

Project: 1 Graphic Artist II

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If this position was a telecommuting position, it could reduce space needs at the Bismarck office. One major difficulty would be the proximity to large plotting equipment. This equipment is expensive and is shared by staff at the Bismarck office. It is not practical to have the equipment at both the Bismarck office and the worker's location. It is not practical to have the graphic artist at a location away from the staff that is supported. This has been tried with contract graphic art companies, and it results in difficulties in making changes and travel back and forth. Additionally another high speed internet connection would be needed for this worker if not located at the Bismarck office.

Telecommute – Agency Submitted

720 GAME AND FISH DEPARTMENT

Version: 2009-B-01-00720

Project: 2 Pilot Game Warden

Date: 9/10/2008

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Version 2009B0100720

Number 2

Description Pilot Game Warden

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	1	0
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	1	0
-------	---	---

2. Position Class and Title: Class No. 6,012 Position Title Game Warden II

3. Salary range 3,082 to 5,136

4. Budgeted starting salary 3,300

5. Funding source percentages

General Fund 0 Federal Fund 0 Special Fund 1

6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	0	110,014	110,014	0	110,014	110,014
Operating expenses	2,000	5,000	7,000	2,500	7,000	9,500
Capital improvements	0	0	0	0	0	0
Total	2,000	115,014	117,014	2,500	117,014	119,514
General fund	0	0	0	0	0	0
Federal funds	0	0	0	0	0	0
Special funds	2,000	115,014	117,014	2,500	117,014	119,514

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Currently the Department has a Warden Supervisor/Investigator who is also a pilot. This combination can be challenging because this supervisor often has job conflicts. Investigations of commercial operations and flight operations have schedule conflicts. It is proposed that a district game warden position be approved for a warden who would also be the Enforcement Division pilot. This would be a Game Warden II who would be a pilot and a district warden in the Bismarck area. Duties would include about 30% aviation and 70% district warden work. This would vary with seasons.

This person will spend a lot of time in the field -either flying or doing district warden work, such as patrolling. There will be some time spent in the central office for

Telecommute – Agency Submitted**720** GAME AND FISH DEPARTMENT

Version: 2009-B-01-00720

Project: 2 Pilot Game Warden

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administrative work, but the nature of the work is such that a lot of time is spent in the field or at the airport. This position does not lend itself to telecommuting.

Telecommute – Agency Submitted

750 PARKS AND RECREATION DEPT

Version: 2009-B-01-00750

Project: 1 Grants Manager

Date: 9/15/2008

Time: 9:49 AM

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Version 2009B0100750

Number 1

Description Grants Manager

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

1

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

1

2. Position Class and Title:

Class No. 421

Position Title Grants/Contract Officer

3. Salary range 2,588

to 4,314

4. Budgeted starting salary 2,600

5. Funding source percentages

General Fund 0

Federal Fund 1

Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

	Startup	Central Office Setting		Startup	Telecommute Setting		Total
		Recurring	Total		Recurring	Total	
Salaries and wages	0	89,202	89,202	0	0	0	0
Operating expenses	0	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	0	89,202	89,202	0	0	0	0
General fund	0	0	0	0	0	0	0
Federal funds	0	89,202	89,202	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

The NDPRD has hired a person to act in the grants manager capacity only on a temporary basis over the past several years. We are confident that federal funds will be available in years to come to fully fund an FTE slot. It would be beneficial for the department and the temporary staff person to allow for benefits. In the event that federal dollars are no longer available, if needed we could fund the position with special funds.

The position works with local political subdivisions through grant processes. Grants are available for outdoor recreation facilities throughout North Dakota

Telecommute – Agency Submitted

750 PARKS AND RECREATION DEPT

Version: 2009-B-01-00750

Project: 2 Administrative Assistants at several state parks

Date: 9/15/2008

Time: 9:49 AM

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Version 2009B0100750

Number 2

Description Administrative Assistants at several state parks

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

0

4.25

Number that are vacant pending reclassification

0

0

Number that are proposed to be relocated

0

0

Number that are proposed to be assigned to a new program

0

0

Total

0

4.25

2. Position Class and Title:

Class No. 41

Position Title Administrative Assistant

3. Salary range

1,734

to 2,890

4. Budgeted starting salary

1,800

5. Funding source percentages

General Fund 1

Federal Fund 0

Special Fund 0

6. Will the position or positions continue past the current biennium?

yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

	Startup	Central Office Setting		Startup	Telecommute Setting		Total
		Recurring	Total		Recurring	Total	
Salaries and wages	0	295,832	295,832	0	0	0	0
Operating expenses	0	0	0	0	0	0	0
Capital improvements	0	0	0	0	0	0	0
Total	0	295,832	295,832	0	0	0	0
General fund	0	295,382	295,382	0	0	0	0
Federal funds	0	0	0	0	0	0	0
Special funds	0	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This optional adjustment requests administrative assistants at Fort Abraham Lincoln, Lake Metigoshe at full 100% FTE.

Also being requested are .75% admin assistants at Turtle River, Devils Lake, and Icelandic. These positions were identified as part of the NDPRD Strategic Plan back in 2000. With advances in technology and additional requirements from many state and federal agencies, we are finding that park managers are being tasked with numerous administrative duties leaving less time for park duties. We currently have temporary admin positions at these parks but feel full time FTE are warranted due to the full load of year round activities.

Telecommute – Agency Submitted

750 PARKS AND RECREATION DEPT

Version: 2009-B-01-00750

Project: 3 Maintenance Supervisor at BLSP, FRSP, L&CSP

Date: 9/15/2008

Time: 9:49 AM

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Version 2009B0100750

Number 3

Description Maintenance Supervisor at BLSP, FRSP, L&CSP

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	2.50
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	2.50
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2. Position Class and Title:	Class No. 8,204	Position Title Maintenance Supervisor II
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3. Salary range 2,384	to 3,974
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4. Budgeted starting salary 2,500

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
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6. Will the position or positions continue past the current biennium?

yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind	0
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9. Cost Comparison

		Central Office Setting				Telecommute Setting		
		Startup	Recurring	Total		Startup	Recurring	Total
Salaries and wages	0		224,934	224,934	0	0	0	0
Operating expenses	0		0	0	0	0	0	0
Capital improvements	0		0	0	0	0	0	0
Total	0		224,934	224,934	0	0	0	0
General fund	0		224,934	224,934	0	0	0	0
Federal funds	0		0	0	0	0	0	0
Special funds	0		0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

no (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

This optional adjustment continues our commitment to place full time maintenance positions at state parks. Since 1999 we have successfully converted seasonal/temporary positions at seven parks. We currently hire nine month seasonal positions at the remaining three and would like to offer a more permanent situation. Beaver Lake and Fort Ransom requests 100% FTE's and a.5 FTE at Lewis & Clark. This would complete our conversion from temporary to full time maintenance positions.

Should we be approved and receive general funds for these positions, the special funds we will save can go to assist in park operations and maintenance.

Telecommute – Agency Submitted

770 WATER COMMISSION

Version: 2009-B-01-00770

Project: 1 Hydrologist II

Date: 10/22/2008

Time: 3:37 PM

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Version 2009B0100770

Number 1

Description Hydrologist II

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
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2. Position Class and Title: Class No. 2,057 Position Title Hydrologist II

3. Salary range 3,082 to 5,136

4. Budgeted starting salary 4,109

5. Funding source percentages

General Fund 1	Federal Fund 0	Special Fund 0
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6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	131,494	131,494	262,988	131,494	131,494	262,988
Operating expenses	3,500	1,560	5,060	4,500	8,280	12,780
Capital improvements	0	0	0	0	0	0
Total	134,994	133,054	268,048	135,994	139,774	275,768
General fund	134,994	133,054	268,048	134,994	139,774	274,768
Federal funds	0	0	0	0	0	0
Special funds	0	0	0	0	0	0

10. Is this position(s) requested as a telecommuting position?

No (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Because most of the resources needed to analyze and process water permits is physically located on site we do not feel that this position is ideally suited for telecommuting.

Telecommute – Agency Submitted

770 WATER COMMISSION

Version: 2009-B-01-00770

Project: 2 Engineering Technician IV

Date: 10/22/2008

Time: 3:37 PM

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Version 2009B0100770

Number 2

Description Engineering Technician IV

1. Number of full-time equivalent (FTE) positions included in analysis

	Base	Options
Number that are new positions	0	1
Number that are vacant pending reclassification	0	0
Number that are proposed to be relocated	0	0
Number that are proposed to be assigned to a new program	0	0

Total	0	1
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2. Position Class and Title: Class No. 2,004 Position Title Engineering Technician IV

3. Salary range 2,588 to 4,314

4. Budgeted starting salary 3,000

5. Funding source percentages

General Fund 0 Federal Fund 0 Special Fund 1

6. Will the position or positions continue past the current biennium?

Yes (Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes (Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party	Amount	In-kind
		0

9. Cost Comparison

	Central Office Setting			Telecommute Setting		
	Startup	Recurring	Total	Startup	Recurring	Total
Salaries and wages	100,414	100,414	200,828	100,414	100,414	200,828
Operating expenses	3,500	31,715	35,215	3,000	8,040	11,040
Capital improvements	0	0	0	0	0	0
Total	103,914	132,129	236,043	103,414	108,454	211,868
General fund	0	0	0	0	0	0
Federal funds	0	0	0	0	0	0
Special funds	103,914	132,129	236,043	103,414	108,454	211,868

10. Is this position(s) requested as a telecommuting position?

Yes (Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

We anticipate this position will be based in the Minot area. Providing service quickly is imperative when you are providing water service to NAWS customers. This position must be available to respond to emergencies quickly.

Telecommute – Agency Submitted

801 DEPT OF TRANSPORTATION

Version: 2009-B-01-00801

Project: 4 Add Drivers License Examiners

Date: 11/4/2008

Time: 11:52 AM

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Version 2009B0100801

Number 4

Description Add Drivers License Examiners

1. Number of full-time equivalent (FTE) positions included in analysis

Number that are new positions

Base

Options

Number that are vacant pending reclassification

Number that are proposed to be relocated

Number that are proposed to be assigned to a new program

Total

2. Position Class and Title:

Class No. 5,241

Position Title Drivers License Exam I

3. Salary range 1,734

to 2,890

4. Budgeted starting salary 2,289

5. Funding source percentages

General Fund 0

Federal Fund 0

Special Fund 1

6. Will the position or positions continue past the current biennium?

Yes

(Yes/No)

7. Is space currently available to house the position or positions at the central office?

Yes

(Yes/No)

8. If financial or in-kind contributions are available from a third party, identify below.

Name of party

Amount

In-kind

0

9. Cost Comparison

Central Office Setting

Startup

Recurring

Total

Telecommute Setting

Startup

Recurring

Total

Salaries and wages

0

319,288

319,288

0

0

0

Operating expenses

0

0

0

0

0

0

Capital improvements

0

0

0

0

0

0

Total

0

319,288

319,288

0

0

0

General fund

0

0

0

0

0

0

Federal funds

0

0

0

0

0

0

Special funds

0

319,288

319,288

0

0

0

10. Is this position(s) requested as a telecommuting position?

No

(Yes/No)

11. Use the narrative button to provide a description of the position or positions, including specific job tasks and the percent of time spent at each task. Also discuss the benefits of locating the position or positions outside of a central office setting and the additional assets that will be required to do so.

Due to the increased demand in CDL testing, four additional Drivers License Examiner positions are requested. It is not feasible for persons in these positions to telecommute due to the required face to face interaction and communication with the public. Equipment needed for the jobs are neither easily portable nor available for an employee to adequately perform assigned work outside of the office.

DUTIES INCLUDE:

Telecommute – Agency Submitted

801 DEPT OF TRANSPORTATION

Version: 2009-B-01-00801

Project: 4 Add Drivers License Examiners

Date: 11/4/2008

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- Determine applicant eligibility according to statutory and Department requirements. 20%
- Administer vision examinations, address various medical conditions, and determine proper license restrictions. 20%
- Administer written, audio, and driving examinations as required by State and Federal laws. 20%
- Operate photo ID licensing equipment. 10%
- Administrative duties and responsibilities include a variety of tasks. 15%
- Collect appropriate license fees; complete daily audit; maintain necessary manual and automated records relating to the licensing process and license fees. 10%
- Maintain supply and equipment inventories; maintain testing equipment. 5%